ANNUAL DEPARTMENT CPI REPORT

Part A.

    I.   **Timeline: Due 6/30/202x**

    II.   **Department Information**

        a.   Department Name: Click or tap here to enter text.

        b.   Academic Programs: Click or tap here to enter text.

        c.   College or School:Click or tap here to enter text.

        d.   Department Chair: Click or tap here to enter text.

    III.   **Department Mission & Goals**

    IV.   **Department Effectiveness Assessment Plan**

The department's assessment plan uses a systematic process to obtain relevant data to determine program effectiveness in achieving its mission and goals. The process:
- *is written, is ongoing, and exists to determine effectiveness of the programs in your department;*
- *is comprehensive (i.e., includes students learning outcomes, and achievement such as retention, graduation, job placement, student engagement, faculty outcomes; and other program outcomes);*
- *identifies which quantitative and/or qualitative data are collected to assess achievement of the program outcomes;*
- *includes timelines for data collection, review of expected and actual outcomes, and analysis; and*
- *is periodically reviewed and revised as appropriate.*

Example 1.

Department Goals	KPIs (measures)	Timeline	Responsibility	Expected outcomes
About student learning?				
About student achievement?				
About student engagement				
About faculty?				
About Curriculum?				
About cost efficiency?				
About policies and procedures?				

Part B: The Report

(Page limit: 2-4 pages, 12pt font)

I. What KPIs (Key performance indicators) areas did your department evaluate this academic year, and how do the KPIs align with your department's goals? What are the expected outcomes and actual outcomes?

☐Student success

☐Student learning outcomes

☐Student engagement & satisfaction

☐Faculty

☐Adequate resources (cost efficiency EAB term)

☐Departmental policies and procedures

Example1: Math Department KPI & Goal Alignment: ☒Student success

Goals	KPIs:	Baseline	Expected outcomes	Actual outcomes
Goal 1: Effectively use technology to improve student success in all math courses	Students survey of WebAssign Course grade distribution & DFW Rate	Students satisfaction with WebAssign 53%, average 3.4/5 The past 3-year DFW rate and grade distribution	Improvement of overall satisfaction Decrease of DFW rate and increase of course grade	

II. What data, trend, and information have been reviewed, and analyzed? What insight has come out of this data and information analysis? (Note: this can be the ==Actual outcome of previous year's action implementation==)

Example 1, Students Survey of WebAssign was reviewed and shared with all faculty members, the major findings are….

Example 2, Grade distribution and DFW rate was compared before and after here is the trend we found….

III. What are the conclusions of the evaluation? What are the recommendations of change or innovation for improvement?

V.   **If the conclusion is satisfaction with the actual outcomes, set a plan for next year starting with Part II_ I. What KPIs (Key performance indicators) areas do your department plan to evaluate the coming academic year, and how do the KPIs align with your department's goals?**

If there is recommendation of change from III, please provide *Action Plan for the recommended change or innovation for improvement.

Plan: What are the expected outcomes your department aim to achieve (ex, improve graduation rate 5%)? What resources and support are needed (time, financial, physical and technological resource), and timeline to implement and accomplish it?

Do: Personal responsibilities: who will do what and when?

Study: Actual outcomes evaluation after implementation.

Act: Continue or expand if it worked, refine PDSA if not-next cycle starts

Note 1. *When external resources, collaboration between department or school and resources$$ are needed, please fill a template of proposal.