

## 2011-2015 Reporting Unit Action Plan Components

The Reporting Unit (Department/Office) Action Plan will be generated through TracDat using the “Assessment Plan” report.

1. Reporting Unit Mission Statement
2. EKU Strategic Directions addressed in your plan (*simply link in TracDat*)
3. Planning Group (College/Division) Strategic Directions addressed in your plan (*simply link in TracDat*)
4. Reporting Unit Objectives:
  - Administrative Reporting Units\*:
    - 3-5 Planning Objectives
  - Academic Reporting Units: (Departments that award degrees, minors, and/or certificates)
    - 3-5 Planning Objectives, two of which *must* focus upon:
      - Teaching Effectiveness
      - Advising Effectiveness
    - 3-5 Student Learning Objectives (SLOs) for each academic major program, two of which *must* focus upon:
      - Critical or Creative Thinking
      - Communication Skills
      - Options: 1 unique SLO for each option (included in the 3-5 SLOs for the major program)
      - Minors: 1 SLO for each minor
      - Certificates: 1 SLO for each certificate program of fewer than 30 credits (if 30 or more credit hours, then need at least 1 additional SLO)
5. Assessment Measures & Criteria
  - Each Planning Objective requires a minimum of 1 measure per objective
  - Each Student Learning Objective requires a minimum of 2 measures per SLO (of which at least one is a direct measure)

\* Administrative Reporting Units may choose to include Planning Objectives related to Teaching and Advising Effectiveness, as well as Student Learning Objectives that are not specific to a particular degree program, if they determine that these objectives form a significant part of their departmental mission.