**Educational Support Services and Student Affairs**

**Reporting Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **UNIT:** |  | | | **DATE:** | |  |
| **CONTACT PERSON:** | |  | **EMAIL:** | |  | |

**Unit Mission Statement:**

|  |  |
| --- | --- |
| **GOAL (OUTCOME) #1** |  |
| **MEASURE OR TOOL** |  |
| **BENCHMARK** |  |
| **PROCESS (WHO, WHEN, HOW, WHERE)** |  |
| **DATA** |  |
| **HOW HAS THE DATA BEEN USED TO INFORM A DECISION OR MAKE A CHANGE? GIVE ONE OR MORE EXAMPLES.** |  |

|  |  |
| --- | --- |
| **GOAL (OUTCOME) #2** |  |
| **MEASURE OR TOOL** |  |
| **BENCHMARK** |  |
| **PROCESS (WHO, WHEN, HOW, WHERE)** |  |
| **DATA** |  |
| **HOW HAS THE DATA BEEN USED TO INFORM A DECISION OR MAKE A CHANGE? GIVE ONE OR MORE EXAMPLES.** |  |

|  |  |
| --- | --- |
| **GOAL (OUTCOME) #3** |  |
| **MEASURE OR TOOL** |  |
| **BENCHMARK** |  |
| **PROCESS (WHO, WHEN, HOW, WHERE)** |  |
| **DATA** |  |
| **HOW HAS THE DATA BEEN USED TO INFORM A DECISION OR MAKE A CHANGE? GIVE ONE OR MORE EXAMPLES.** |  |

|  |  |
| --- | --- |
| **GOAL (OUTCOME) #4** |  |
| **MEASURE OR TOOL** |  |
| **BENCHMARK** |  |
| **PROCESS (WHO, WHEN, HOW, WHERE)** |  |
| **DATA** |  |
| **HOW HAS THE DATA BEEN USED TO INFORM A DECISION OR MAKE A CHANGE? GIVE ONE OR MORE EXAMPLES.** |  |