**Assessment Activity Tracking**

**Administrative Unit:**

**Academic Year:**

Instructions: Please provide tracking results for the Administrative Goals focused on during the specified academic year.

**Administrative Goals:**

Types of Measures/Tools:

Desired Results/Benchmarks:

Describe the data/evidence collection process:

Results:

Comparison with past results:

How were results shared and with whom:

How results were used for improvements regarding the administrative goals of your office, including improvement of the assessment tools and/or process if necessary: