

Annual Update | Master Plan of Advance | Checklist

Over the last fiscal year, each division of the institution has worked toward accomplishing their 5-year assessment and planning goals (MPAs). As a part of this process, each area must submit an annual update on overall outcome progress. The below checklist will be used as a measure to ensure all needed items are submitted. To access and edit your departmental MPA you must login with your SEU credentials to seu.campuslabs.com/planning. Any questions or concerns regarding this process can be directed to Justin Rose via email (jrose@seu.edu) or phone (863-667-5386).

Outcome 1.0

☐ The action and/or assessment plans have been adequately updated (e.g. <i>Detailed narrative of what accomplishments/drawbacks/observations have occurred over the past fiscal year. Narrative should include an overview of statistics or relevant examples of progress.</i>)
☐ The action and/or assessment plans that are <u>behind</u> the established timeline have adequate rationale and plans for correction.
☐ There is adequate supporting documentation added to the outcome (e.g. <i>assessment results, reports, marketing material, etc.</i>)
☐ The <u>outcome overall progress</u> should be estimated (e.g. 20%)
☐ The <u>outcome status</u> has been marked as “On-Track”, “At Risk”, “Off-Track”, “Completed”, or “Canceled.”

Notes on Outcome 1.0

Outcome 2.0

- ☐ The action and/or assessment plans have been **adequately** updated (e.g. Detailed narrative of what accomplishments/drawbacks/observations have occurred over the past fiscal year. Narrative should include an overview of statistics or relevant examples of progress.)
- ☐ The action and/or assessment plans that are behind the established timeline have **adequate rationale and plans for correction.**
- ☐ There is adequate **supporting documentation** added to the outcome (e.g. assessment results, reports, marketing material, etc.)
- ☐ The outcome overall progress should be **estimated** (e.g. 20%)
- ☐ The outcome status has been marked as **“On-Track”, “At Risk”, “Off-Track”, “Completed”, or “Canceled.”**

Notes on Outcome 2.0

Outcome 3.0

- ☐ The action and/or assessment plans have been **adequately** updated (e.g. Detailed narrative of what accomplishments/drawbacks/observations have occurred over the past fiscal year. Narrative should include an overview of statistics or relevant examples of progress.)
- ☐ The action and/or assessment plans that are behind the established timeline have **adequate rationale and plans for correction.**
- ☐ There is adequate **supporting documentation** added to the outcome (e.g. assessment results, reports, marketing material, etc.)
- ☐ The outcome overall progress should be **estimated** (e.g. 20%)
- ☐ The outcome status has been marked as **“On-Track”, “At Risk”, “Off-Track”, “Completed”, or “Canceled.”**

Notes on Outcome 3.0

Outcome 4.0

- ☐ The action and/or assessment plans have been **adequately** updated (e.g. Detailed narrative of what accomplishments/drawbacks/observations have occurred over the past fiscal year. Narrative should include an overview of statistics or relevant examples of progress.)
- ☐ The action and/or assessment plans that are behind the established timeline have **adequate rationale and plans for correction.**
- ☐ There is adequate **supporting documentation** added to the outcome (e.g. assessment results, reports, marketing material, etc.)
- ☐ The outcome overall progress should be **estimated** (e.g. 20%)
- ☐ The outcome status has been marked as **“On-Track”, “At Risk”, “Off-Track”, “Completed”, or “Canceled.”**

Notes on Outcome 4.0

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Outcome 5.0

- ☐ The action and/or assessment plans have been **adequately** updated (e.g. Detailed narrative of what accomplishments/drawbacks/observations have occurred over the past fiscal year. Narrative should include an overview of statistics or relevant examples of progress.)
- ☐ The action and/or assessment plans that are behind the established timeline have **adequate rationale and plans for correction.**
- ☐ There is adequate **supporting documentation** added to the outcome (e.g. assessment results, reports, marketing material, etc.)
- ☐ The outcome overall progress should be **estimated** (e.g. 20%)
- ☐ The outcome status has been marked as **“On-Track”, “At Risk”, “Off-Track”, “Completed”, or “Canceled.”**

Notes on Outcome 5.0

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Outcome 6.0

- ☐ The action and/or assessment plans have been **adequately** updated (e.g. *Detailed narrative of what accomplishments/drawbacks/observations have occurred over the past fiscal year. Narrative should include an overview of statistics or relevant examples of progress.*)
- ☐ The action and/or assessment plans that are behind the established timeline have **adequate rationale and plans for correction**.
- ☐ There is adequate **supporting documentation** added to the outcome (e.g. *assessment results, reports, marketing material, etc.*)
- ☐ The outcome overall progress should be **estimated** (e.g. 20%)
- ☐ The outcome status has been marked as **“On-Track”, “At Risk”, “Off-Track”, “Completed”, or “Canceled.”**

Notes on Outcome 6.0

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