

Annual Effectiveness Report

Use this worksheet to begin working on your AER.

Enter all of your information into WEAVEonline during Assessment Day.

1. Description of office or department structure and any changes that have occurred this year.
2. Strategic Plan initiatives and progress (Use details from WEAVE reports)
3. Assessment results and response:
	1. What did you learn from these assessments?
	2. Did results meet your achievement targets?
	3. Why or why not?
4. Universal Competencies assessment results:
	1. Critical Thinking
	2. Oral Communication
	3. Written Communication
	4. What did you learn from these assessments?
5. Action plans for improvements and modifications completed or planned for the next year. Using results, these must include:
	1. Time frame
	2. Person responsible
	3. Resource needs
	4. Expected impact on unit and College strategic plan
6. ACADEMIC AREAS: Response to 5-year Academic Program Review
	1. Completed improvements:
	2. In-progress improvements:
	3. Timeline for future improvements:
	4. Resource information:
7. Summary