



2025-26 Success Outcome Assessment and Action Plan (AAP) Form

Complete the Success Outcome AAP form to document assessment evidence, analysis, and action planning for your outcome.

Hi Fresenai Afeworki, when you submit this form, the owner will see your name and email address ftesfaia@syr.edu



Contact Person(s) *



School/College/Division



Department



Program/Unit *



Outcome *

Identify the success outcome assessed in academic/fiscal year 2025-26. If more than one outcome was assessed, please complete a separate form for each outcome.



Primary Evidence Title *

A success outcome is assessed by at least one type of primary evidence that directly shows the impact of the outcome (example: retention rates, process completion timelines, money raised, number of presentations, etc.) Example: "Attendance"

Enter value here



Primary Evidence Description *

Example: "Attendance numbers are examined to determine which campus stakeholder groups are attending workshops."

Enter value here



Primary Evidence Criteria *

Example: "Faculty and staff associated with all schools/colleges/divisions will attend workshops"

Enter value here



Primary Evidence Results *

Provide raw results below. Results can be: (1) Summarized (Example: "For the 2025–26 academic/fiscal year, the office held 10 workshops and the attendance broken down by school/college/division was: 30 faculty in A&S, 20 staff in A&S, 10 faculty in ECS, 5 faculty in SOE, 10 staff in SOE, 54 staff in The Student Experience, etc.") (2) Broken down by meaningful subgroups to study nuances in the program/unit's operational success (Example: "65% of participants were full-time and 35% were part-time, with repeat participation higher among full-time participants"). Result files can be attached at the end of this form under "Attach Documents for Primary and/or Supporting Evidence."

Enter value here



Criteria Status

Indicate if the criteria for the primary evidence was "Met", "Partially Met", or "Not Met"

—



Supporting Evidence Title

Supporting evidence are additional data that aid the program/unit in data driven decision making. Example: "Survey"

Enter value here



Supporting Evidence Description

Example: "Attendees complete a survey at the end of the session to gather their feedback on the various aspects of their workshop experience."

Enter value here



Supporting Evidence Criteria

Example: When answering the question, 'How likely are you to incorporate what you learned today into daily practice?' 75% will indicate 'very likely.'

Enter value here



Supporting Evidence Results

Provide raw results below. Results can be: (1) Summarized (Example: "When asked 'How likely are you to incorporate what you learned today into daily practice?' 102 respondents (79%) indicated 'very likely,' 21 respondents (16%) indicated 'somewhat likely,' and 6 respondents (5%) indicated 'not likely.'") (2) Broken down by meaningful subgroups (Example: "Examining results by participant role: 83% of faculty and 75% of staff indicated 'very likely'"). Result files can be attached at the end of this form under "Attach Documents for Primary and/or Supporting Evidence."

Enter value here



Criteria Status

Indicate if the criteria for the supporting evidence was "Met", "Partially Met", or "Not Met"

—



Analysis *

Based on the results for both primary and secondary evidence, discuss strengths and areas for improvement, as well as how results will be used to inform actions and next steps. Discuss potential operational or programmatic changes that should be considered. Synthesize the evidence noted above and indicate what the findings mean in relation to the achievement of the outcome.

Enter value here



Overall Outcome Status

Based on the evidence, determine if the outcome is "Met" or "Partially Met" or "Not Met"

—



Action *

Identify at least one action item.

—



Action Description *

Describe the action in detail.

Enter value here



Action Status *

Indicate action status.

—

**Action Due Date ***

Action recommended due date.

**Action 2 (Optional)**

If you have a second action item, select it here. Leave blank if only one action is needed.

**Action 2 Description**

Describe the action in detail.

**Action 2 Status**

Indicate action status.

**Action 2 Due Date**

Action recommended due date.

**Attach Documents for Primary and/or Supporting Evidence (Optional)**

Upload one consolidated PDF or Word document containing all your evidence.
Recommended size under 50 MB. Max: 250 MB.

**Engagement in the Assessment Process ***

Indicate which of the following best describes how the staff engaged in the assessment process.



Communication in the Assessment Process *

Indicate if the assessment results and potential actions have been communicated to the following key constituents.

Submit



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