Center/Office Name: 

Report submitted by: 

Center/Office Mission: 

SECTION I: Connection to COE Mission, Vision, Goals, Objectives 

Identify COE major goals/objectives that connect with your office/center. For each, provide a description of work accomplished during 2015/2016 and supporting evidence. 

SECTION II: Office Operations 

Center/Office Operations Goals for 2015-2016 (linked to Conceptual Framework and Strategic Plan): 

Faculty/Staff, Candidate/Client Survey Results: (See Table 1.0 below.) 

Table 1.0 Level of Agreement Regarding Services Received by Faculty/Staff & Candidate/Client 

<table>
<thead>
<tr>
<th>Level of Agreement (reported by number &amp; percent)</th>
<th>C/CLGotHelpNeeded Percentage/N n=</th>
<th>F/SGotHelpNeeded Percentage/N n=</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agree</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Neither Agree nor Disagree
Disagree
Unaware
Blank

C=Candidate; CL=Client; F/S=Faculty/Staff   *Does not account for responses left blank; thus percentage will not equal 100.

Interpretation/Evaluation of Service Survey Results:

Results, Analysis, & Interpretation/Evaluation of Other Data (Optional):

SECTION III: Staff

Table 2.0 – Staff

<table>
<thead>
<tr>
<th>Staff Members</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Describe the diversity of the Staff:

Discussion regarding Staff (e.g., accomplishments, retirements, reassignments):

Table 2.1 - Staff Goals/Accomplishments for 2015 - 2016.

<table>
<thead>
<tr>
<th>Goals</th>
<th>Action Statements</th>
<th>Outcomes/Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Revised 6/30/16
Evaluation of Staff Goals for Calendar Year Ending 2015-2016 (reference Table 2.1):

**Discussion:**

Table 2.2 - Staff Goals for Upcoming Calendar Year 2016-2017

<table>
<thead>
<tr>
<th>Goals</th>
<th>Action Statements</th>
<th>Outcomes/Evidence</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

SECTION IV: Continuous Improvement
What changes are being proposed or implemented to support effectiveness and continuous improvement? Link to COE goals/major objectives.

SECTION V: Budget, Resources, & Facilities
(Attach complete Unit Assessment data sheet for Budget
Discuss how funds, resources, and/or facilities were used to support the goals of the Office/Center and support COE programs.

SECTION VI: Recommendations/Requests Forwarded from Office/Center to Unit
- Regarding Assessment Outcomes –
- Regarding Assessment Procedures -

Revised 6/30/16
SECTION VII: Recommendations/Feedback from Unit back to Center/Office: *(To be completed at Unit Goal-Setting meeting).*

- Regarding Assessment Outcomes
- Regarding Assessment Procedures

Submit to coe_key@georgiasouthern.edu by August 5, 2016.