

Annual Reporting in Campus Labs

There are forms to be completed for DSL Annual Reporting. Each form can be found in the Campus Labs Planning module:

1. **Assessment Plan Form** (3 annually), completed throughout the year as activities occur and due to OASI by June 30.
2. **Annual Data Form**, completed by June 30.
3. **Executive Summary Form**, completed by June 30.
4. **Tactical Plan Reporting Forms (1-5)**, completed by June 30.



Details for each form can be found below.

Campus Labs Planning module. The Campus Labs link can be found on the OASI site: dslassessment.utk.edu/campus-labs/

1. Assessment Plan Form. This form facilitates intentional planning and ensures best practices through feedback by OASI both pre- (Phase I) and post- (Phase II) data collection for each of the 3 activities selected for assessment by the department. Directions for completing this form can be found on the form itself in italics next to each item. Departments submit each Assessment Plan form twice, once before data collection takes place (*Phase I*), and then again to report results (*Phase II*):

Phase I – Planning (before data collection). Submit the form to OASI after completing all fields down to the “Phase I - Planning Complete” checkbox. Include the survey instrument(s) that will be utilized to collect data, if applicable. Once submitted, OASI will provide feedback and recommendations within two business days (note that Baseline requires four business days to review and build a survey, so make sure to submit Phase I to OASI at least two weeks prior to data collection).

Phase II – Results Reporting. After collecting and analyzing data, return to the same Assessment Plan form and complete the remaining fields. Attach the Baseline Results Report and submit the completed form again to OASI. OASI will review the data for Annual Report readiness and provide additional feedback if necessary.

2. Annual Data Form. This form helps departments contribute to a common data set used for internal purposes and toward the Annual Report. Complete the Annual Data form after May 15th (due to OASI by June 30th). Detailed directions for completing the form can be found in italics next to each item. For data points not applicable to your department, place a 0 in the space provided.

3. Executive Summary Form. Executive Summary information serves a vital role in telling the story of the department in the Division’s Annual Report. Complete the Executive



Annual Reporting in Campus Labs

Summary form by June 30th. Each department will be featured in a two-page spread, with a template provided so departments can ensure their content will fit. This two-page spread will also be formatted and provided for departments to use as an informational flyer.

4. Tactical Plan Reporting Forms (1-5). Please complete the five forms in the Student Life Tactical Plan Reporting area of the Planning module. Each form provides each office up to 10 entries for initiatives that support each priority of the tactical plan. If your department has more than 10 initiatives supporting any of the priorities, you will need to add a second form for that priority. Some offices might have 0 initiatives for a particular priority. These forms have replaced the former spreadsheets that were reported to the Vice-Chancellor for Student Life in the past.