



Elements of an Annual Self-Assessment Report

I. Introduction

- A. Briefly describe your program
- B. Provide a context for your Self-Assessment process

II. Methodology

- A. Describe the design of your Self-Assessment and identify the members
- B. Provide the Self-Assessment time frame
- C. List the data collection tools used
- D. List any additional information used during Self-Assessment

III. Key Insights

- A. Describe the strengths of the program
- B. Describe the areas for program improvement
- C. Discuss the progress of the program in meeting its goals and objectives
- D. Summarize the effectiveness of the program in meeting regulatory requirements

IV. Recommendations

- A. Recommend areas for program improvement