**Office of Associate Provost**

Annual Assessment Report

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Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessment Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Period Covered for this Assessment Review:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessment occurred in the following courses:

|  |  |
| --- | --- |
| Course | Semester and Year |
|  |  |
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|  |  |
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*Direct* Assessment of Learning Outcomes (Please attach to the report a copy of each rubric used.)

After listing the learning outcome(s), insert *the* ***percentage*** *of students falling into each performance level* in the following chart. Your descriptors for the performance levels may vary, and if they do please substitute yours, but it’s important to specify which level “meets expectations” for your program.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Learning Outcome(s) Assessed | Course Number | Sample Size | Exceeds Expectations | Meets Expectations | Approaches Expectations | Does Not Meet Expectations |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*Indirect* Assessment of Learning Outcomes

Indirect assessment typically relies on surveys (Student Experience Surveys, National Survey of Student Engagement, etc.), post-graduate outcome data, graduation and retention rates, grades, and a variety of other data. They may be used to assess particular learning outcomes or for more global assessment of the program. Indirect assessment should be part of every yearly review as a supplement to the direct assessment of learning. See attachment for examples of direct and indirect instruments.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Learning Outcome(s) | Course or Program Based? | Sample Size, if Known | Instrument | Data |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Assessment Process How did you go about assessing student learning in your program?

*(Describe briefly the assessment methodology: sample selection, assessment instruments, scoring process, and assessment design)*

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Conclusions What did you discover about student learning in your program?

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Actions Taken

What specific action decisions did you make based on your data and conclusions? (Please be concrete and plan actions to take effect in the following semester or sooner if practical.)

|  |  |
| --- | --- |
| Actions To Be Taken and By Whom | Timeframe for implementation and intermediate steps |
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|  |  |
|  |  |
|  |  |

Were last year’s actions implemented as planned? Please explain.

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Assessment data and conclusions were discussed in a Department meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. [dates]