

## Assessment Report Instructions

**The Annual Assessment Report is due no later than October 1st of each academic year. You should contact Greg Stinson, Executive Director of Institutional Effectiveness, if you would like to request an extension or assistance.**

### *Accessing and Downloading Report*

All Assessment plans and reports are available on the Committee on Assessment folder in Blackboard. A copy of your Assessment Report(s) and the template for the current year's Assessment Report(s) for each program are available through the "File Exchange" in the Department Plans Folder. The Assessment Report template is named "Report <past academic year>".

A copy of your approved Assessment Plan(s) is also available in this folder. You can download the report(s) by clicking on the link (e.g., "Report 2016-17"). The report document is formatted to allow for simple review and conversion. Please do not reformat the document while working on it.

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### *Instructions for completing the Report Questions*

1. **Results—Complete the Matrix by providing as much detail as necessary on activities and findings**

## Assessment Activity Table

<b>This year we assessed SLO(s)...</b>	<b>...using Outcome Measure(s) (OMs).</b>	<b>Findings: program-performance for these SLOs, as indicated by these OMs, is:</b>	<b>Strategies for Improvement (in selected areas):</b>
(list each SLO in its own row)	(for each SLO, list all the OMs used to evaluate it) (At least one(1) Direct and one(1) Indirect Measure must be used to assess each SLO	<b>Excellent/Satisfactory/Needs Improvement</b> (for each SLO, say what the corresponding OM(s) indicate about the program's level of achievement. Be sure to give not only general evaluative judgments using the three categories above, but also some supporting details about the bases for these judgments (see example below). More detailed presentations and interpretations of the data, if any, should be placed in a supplemental narrative outside of this chart.)	(Describe the strategies/changes you will implement to try to improve performance in the next assessment period. Note that:  (i) We are interested almost exclusively in changes that emerge from the assessment-process itself. There may be all sorts of programmatic or pedagogical changes made for other reasons, but unless they're being made to address issues turned-up by the assessment process, you normally shouldn't mention them here. Exceptions might include changes related to changing disciplinary standards, etc.  (ii) You need not address all opportunities for improvement at once. Prioritize and address only as much as your resources will reasonably allow.  (iii) "Opportunities for improvement" are not limited to SLOs ranked "needs improvement". The guiding ideal is "continuous improvement" beyond current levels of achievement whatever they may be. So, while it makes sense to adopt a "triage" approach prioritizing "needs improvement" over "satisfactory" and "satisfactory" over excellent", opportunities for improvement can be found at all levels of achievement.)
	Direct OM(s):		
	Indirect OM(s):		

**Sample Assessment Activity Table (Philosophy)**

<p>EXAMPLE:</p> <p>SLO1.Students will explain the basic theories of major Western philosophers from the pre-Socratics through Kant.</p>	<p>EXAMPLE:</p> <p>Direct OM: OM1.Comprehensive Exam in the history of philosophy.</p> <p>Indirect OM: OM4. Course Evaluations</p>	<p>EXAMPLE:</p> <p>Satisfactory.</p> <p>All students scored at or above the benchmark (grade of "Pass"), with an average score of 87% for the cohort.</p> <p>Course evaluations for our history courses reveal no causes for concern.</p>	<p>EXAMPLE:</p> <p>The main pattern of weakness concerned the students' ability to contextualize their topics historically. We will approach instruction in our history courses with this weakness in mind, giving greater attention to modeling what we expect by way of contextualization, and giving students more opportunities to practice it themselves.</p>

2. What **revisions**, if any, to current SLOs and/or outcome measures did you make from previous plan?

Many departments can simply state “No changes were made to the plan.” However, some departments may have determined that changes needed to be made to their assessment plans. It may be that you decided to change or add an SLO, or that you have determined that you need to change an Outcome Measure. If this is the case, please identify these changes and briefly explain the rationale for the changes. You should also make changes in the SLO list and Table at the top of your Assessment Plan and Add “Revised <Academic Year>” at the top of the Plan. These changes will then be made to your future Assessment Reports.

3. **Plans-** What learning objectives will you be assessing in the next cycle?

Many departments assess all SLOs each year. If this is the case for your department simply state “All SLOs will be assessed in the next cycle.” Some departments have a large number of SLOs and are not assessing every SLO each year. If this applies to your department you should indicate which SLOs you are assessing this year and will include in your 2012 Report. This will assist the committee and director when compiling information about assessment cycles across campus.

**Please note that every SLO in a program must be assessed at least once in a 3-year cycle.**

*Filing Report*

You can file the report by simply uploading the completed report through the “File Exchange” into your Group folder.

1. Click on the Add File button
2. Click “Browse for Local File” and then find the document and click “Open”
3. Type “<Department Name> Final Report <Year>” in the “Name” box in Blackboard
4. Click “Submit

The file “<Department> Final Report Spring 20XX” should now appear in the File list.

You are now finished with submitting the assessment report.

*Committee Response*

The Executive Director of Institutional Effectiveness and the Committee on Assessment will review the assessment reports in October and November. The committee will then contact any department chairs where problems were found or if additional information is required for approval.

*Contacts*

Please feel free to contact Greg Stinson, Executive Director of Institutional Effectiveness, or Aaron Preston, Chair of the Committee on Assessment, if you have any questions or need assistance.