

GUIDELINES FOR ANNUAL ASSESSMENT REPORT

Every academic program must submit a report to its Dean each year, on a date to be set by the Dean but in no case later than March 1st. This report should summarize the program's progress in carrying out its assessment plan, analyzing key findings, and making program improvements. While a description of assessment efforts is necessary, it is not sufficient for the annual assessment report. Programs must address how the results of assessment endeavors have been interpreted and used for determining strengths and areas for improvement. Areas of improvement that are identified should be accompanied by a discussion of the changes that are being considered or implemented by the faculty. The Dean may excuse a program from submitting this report during the period in which it is participating in a formal self study for program review.

To ensure broad participation and support, all full-time faculty on continuing appointment are expected to review and discuss this document.

The Annual Assessment Report should use the format displayed on the next page and should not exceed three pages (not counting any attachments).

(Name of Program)
Annual Assessment Report
For *(Specify Academic Year)*

I. Mission, Goals, and Objectives

- A. Changes in Mission Statement of Program
Please describe and explain any changes.
- B. Changes in Learning Goals of Program
Please describe and explain any changes.
- C. Changes in Learning Objectives of Program
Please describe and explain any changes.
- D. Changes to the Curriculum Alignment Matrix
Please describe and explain any changes.

II. Assessments

- A. Changes in Assessment Plan
Please describe and explain any changes in methods, instruments, or timetable.
- B. Assessments Conducted During the Past 12 Months
Please summarize each student learning assessment conducted since your last report.
 - √ Which student learning objectives did you assess?
 - √ What data did you gather? What form did it take (exam questions, capstone projects, papers)?
 - √ Where and how are you storing the data, student work products, and/or instruments used in your assessments? What procedures are in place to ensure that these materials will be retrievable in the future?

III. Analysis of Findings

In this section, please analyze how well your program is meeting the objectives it assessed during the past 12 month.

- √ What findings did you obtain?
- √ What conclusions do you draw from these findings?

IV. Improvements Made

Please identify how your program has used its assessment findings to make improvements in the past 12 months.

- √ What curricular revisions, changes in pedagogy, differences in resource utilization, or other program changes have been made or requested as a result of the assessment findings?

- √ What obstacles, if any, are blocking you from meeting your objectives; what actions have you taken to overcome these obstacles; and what plans do you have to address remaining obstacles?

ATTACHMENTS

- A. Current Mission, Goals, and Objectives**

- B. Current Curriculum Alignment Matrix**

- C. Current Assessment Plan**