

Guidelines for the Annual Assessment Report of Student Learning Outcomes

General Tips for Writing the Report

- Your report should be formatted according to the sections below.
- This report is an assessment of the student learning outcomes your program targeted this year.
- This is not an assessment of an entire course or major, but rather an assessment of student learning (as demonstrated through specific projects, papers, exams, etc., documented in [the Assessment Plan, Part V.](#))
- This report should be a summary of data collected as outlined in the previous year's [Action Plan](#).
- Faculty development, staffing concerns, budget issues, etc. are not the focus of this report. This document centers on student learning outcomes.

I. Program Assessment Meetings

- Dates (Should meet at least twice a year [fall and spring] to discuss the [Assessment Plan](#))
- Length
- Attendees
- Topics discussed (Specifically, describe assessment topics dealing with program goals and student learning)

II. Closing the Loop

- Look at the changes you've made in your program during the previous assessment period (this is likely the past year), as described in last year's [Assessment Report \(Program Changes\)](#)
- Examine the data you've gathered to evaluate these changes
- Decide how to move forward: do these changes need further development? Are they accomplishing what you'd hoped?

III. Examination of data collected for this year's targeted learning outcomes

- State learning outcome(s) (those described in previous [Assessment Report Action Plan](#))
- Describe the data used -- include the relevant portion from the [Means of Assessment of Outcomes](#) table ([Part V, Assessment Plan](#)).
- Provide a summary of the data
- Provide a statement of how you interpret the results
- Include copies of relevant documents
- Rubrics, surveys, certification exams, exit surveys, exit interviews, exit essays, standardized subject exams, course evaluations (specific questions)

IV. Program Changes for the Upcoming Year

- Based on what you learned from the data collected above you need to:
- State changes that will be made to course elements (projects, papers, assignments, etc.), courses (method of instruction, objectives, etc.), and/or curriculum (adding new course, changing course sequences, prerequisites, requirements, etc.)
- Explain why the changes are being made. Ground your reasoning in the data collected.

V. Action Plan for the Upcoming Year

- Determine which learning outcomes you will target next year, or over the next several years (where appropriate). This could be a continuation of the *Closing the Loop* section above, and/or different outcomes you wish to review.
- What data will you collect? Please include the relevant portion from your *Means of Assessment of Outcomes* table (*Part V, Assessment Plan*).
- When will it be done?
- Who will be in charge of collecting this data?

REMINDER: Changes to Assessment Methods proposed in the report should be reflected in the updated *Assessment Plan*

- *The Assessment Plan is a separate document*
- *The Assessment Plan should be updated every year (for example, updates to program learning goals, objectives, outcomes, and/or means of assessment of outcomes)*