



## ANNUAL PROGRAM ASSESSMENT PLAN AND REPORT

Revised and approved by the UAC, February, 2005

### Procedure:

Each academic program Dean or their designee is responsible to create an annual Assessment Plan for the upcoming year and a Report as a summary of assessment activities for the prior year. Assessment plans and reports for each academic program form the foundation to regularly and consistently implement assessment measures. These measures help to determine student progress toward University Learning Outcomes based on each program's specific criteria for achievement. Results are also used to inform decisions regarding each program's budget and use of resources.

**The following table outlines specific instructions and explanations for each section in the Annual Program Assessment Plan and Report.**

Section	Definition and Procedure
	<b>Information included in sections I.,II.,III., and IV. is used to formulate the Annual Program Assessment Plan. Prepare a separate plan for each University Learning Outcome.</b>
<b>I.</b>	<p><b>University Learning Outcome (ULO)</b>            A statement of broad intent related to the University mission. Each ULO will be addressed in a regular cycle to ensure that students are able to demonstrate the knowledge and skills as defined by each academic program.</p> <p style="margin-left: 40px;">A. Identify the Learning Outcome being addressed by the program.            B. Indicate how often the ULO is addressed in the program. E.g., every two years.</p>
<b>II.</b>	<p><b>Program Criteria for University Learning Outcome</b>            Measurable educational objectives which contribute to the overall University Learning Outcome and can be demonstrated by students in the program.</p> <p style="margin-left: 40px;">A. Include the set of specific criteria as defined by faculty in the program for the ULO.            B. Ensure that the criteria are able to be evaluated directly or indirectly to demonstrate student achievement.</p>
<b>III.</b>	<p><b>Assessment Methods</b>            Specific methods used to determine the program's progress in meeting the criteria as defined by the program.</p> <p style="margin-left: 40px;">A. State each specific direct or indirect method used.            B. Be as specific as possible so you "will know it when you see it" in terms of achievement.            C. Consider the types of questions you want to answer to help refine and improve your program and utilize resources in the most efficient way.            D. Select the assessment methods that will best answer the program's questions.</p>
<b>IV.</b>	<p><b>Implementation Plan</b>            The inclusive plan for all program assessment activities for the year.</p> <p style="margin-left: 40px;">A. Identify the steps needed to ensure that assessment activities are carried out by in a timely and regular schedule.            B. Include specific timelines and responsible persons for each action.            C. Include steps needed to report information to faculty for their consideration and action and to receive their feedback.</p>

	<b>Information in columns V.,VI, and VII are added to sections I.,II.,III., and IV to create the Annual Program Assessment Report</b>
<b>V.</b>	<p><b>Results this year</b> Actual data collected from the assessment measures used during the year.</p> <p>A. Use a narrative or tabular format depending on the type of data. B. Indicate if results will need to be accumulated in multiple years in order to be relevant or useful to make program changes.</p>
<b>VI.</b>	<p><b>Resources needed for proposed improvements</b> Resources needed to implement recommendations determined by faculty in the curriculum review process.</p> <p>A. List specific resources and budget needed for changes. B. Include resources or collaborative efforts from other departments which may be requested to accomplish recommendations.</p>
<b>VII.</b>	<p><b>Actions taken on results</b> What has been recommended as a result of the consideration of data and reflection by faculty/curriculum committees/program leaders.</p> <p>A. Include changes, updates or decisions to not take actions as recommended. B. Include rationale for action/no action.</p>