

Assessment Report Format (Academic Programs)

Due October 31st

Please include the following information in the Assessment Report for Academic Programs:

I. Brief Summary of Assessment Plan

For each of the outcomes assessed in the year, indicate

- The **goal(s), student learning outcome(s)**, associated **components** of the outcome(s) (if applicable), and the **performance characteristics or criteria**.
- The benchmark(s) specified in the plan.
- Any changes made since the plan was submitted, with some indication of why such changes were made.

Note: Include **only** information pertaining to the outcomes you actually assessed in year.

II. Assessment Methods

- For each outcome assessed, identify approximately when, where (e.g., in which courses), and how (i.e., through what activity) students demonstrated their achievement of the outcome.
- Describe who assessed the students' work and the methods and procedures used to compare the students' work to the performance characteristics/criteria.
- If you changed the assessment methods since your plan was submitted, describe the change, including a brief explanation of why the change was made.

III. Description of Assessment Results

- Describe how the students performed on each outcome. Compare the level of students'

performance to the benchmark for that outcome. Were expectations reached, exceeded, not reached?

- Describe how the faculty interpret these results. What do they mean?
- If necessary to clarify your narrative, you may attach your data summary (not raw data) in an appendix (5 pages maximum).

IV. Using Assessment for Program Improvement

- Explain the implications of the assessment results for the program. Are changes in the program indicated? If so, what kinds of changes? Are changes in the assessment plan indicated? If so, what kinds of changes?

V. Dissemination of Results

- Describe how these results are being disseminated to faculty, staff, and students.
- Describe any relevant responses of groups receiving this information.

Note: Terms in **bold face** are defined on the CTLA website at

<http://www.iuk.edu/~koctla/assessment/program-terms.shtml>