**Assessment Report: TEMPLATE**

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| --- | --- |
| **Program Information** | |
| Academic Program (Major) |  |
| Degree | *( e.g., BA or BS)* |
| Department |  |
| School | *(Humanities & Science, Earth Science, Engineering)* |
| Academic Year | *Enter the academic year in which data will be collected (e.g., 2009-10)* |
| **Contact Person** | |
| Name | *This should be person coordinating the program’s assessment effort* |
| Title |  |
| Department |  |
| E-Mail Address |  |
| Extension |  |
| **Program Learning Outcomes** | |
| *Please insert outcome 1 from your rubric. The statement in column one and row one of your rubric.* | |
| *Please insert outcome 2 from your rubric. The statement in column one and row two of your rubric.* | |
| *Please insert outcome 3 from your rubric. The statement in column one and row three of your rubric* | |
| *Please insert outcome 4 from your rubric. The statement in column one and row four of your rubric* | |
| *Please insert outcome 3 from your rubric. The statement in column one and row five of your rubric* | |
| **Means of Assessment and Targets:** | |
| Data Source | *Describe where and when data was collected, how and if students were sampled, and sample size.* |
| Means of Assessment | *Describe in detail the method of assessment you used (e.g., capstone project, course-embedded assessment, standardized instrument, etc.) and briefly describe the task.* |
| Means of Scoring | *Describe how you scored the assessment. For example, did you use a rubric or answer key, or was it scored by a testing company?* |
| Assessment Results | *After analyzing your numerical data, present the summary (numerical) data in the table presented on the next page and attach it.* |
| Target | *On the basis of your assessment results that you collected this year, what goals will you establish for next year? In this space provide a target using the template (bold statement) below.*  ***([Insert target figure] % of students will achieve [insert desired scale level] level of performance in [insert dimension of assignment or learning outcome])*** *.* |
| **Dissemination and Use** | |
| What were the most valuable things you learned? |  |
| How will these findings be used? | *In this space describe how the data will be used. Here are some examples to think about.*   |  |  | | --- | --- | | *Changes to the Assessment Plan* | * revision of intended learning outcomes*  * revision of measurement approaches*  * changes in data collection methods*  * changes in targets/standards*  * changes in the sampling* | | *Changes to the Curriculum* | * changes in teaching techniques*  * revision of prerequisites*  * revision of course sequence*  * revision of course content*  * addition of courses*  * deletion of courses* | | *Changes to the Academic Process* | * revision of admission criteria*  * revision of advising standards or processes*  * improvements in technology*  * changes in personnel*  * changes in frequency or scheduling of course offering* | |
| How have you provided assessment feedback to your faculty and staff? | *In this space describe how data will be shared.* |