**[Enter College Name Here]**

**Assessment Report**

**[Enter the Name of Department, Unit, or Program Here]**

Academic Year:

Date of Report Submission:

Name of Department/Unit/Program:

Name of Contact Person:

Names of Assessment Committee Members:

**Please submit reports on this template and not in a separate document. Please type responses below prompts for each item in this word document. Attach all supporting materials as appendices.**

**Part I: Follow-Up on Last Year’s Assessment Report Recommendations**

**Based on the recommendations and planned actions** from the last assessment report you submitted, please discuss actions you took and/or follow-up, as well as their results.

**Part II: Report on This Year’s Assessment Project**

Abstract

Provide a short abstract (no more than 250 words) **briefly** highlighting major sections of this report (learning outcome(s) assessed – and why the outcome(s) was chosen, methodology, results, analysis/interpretation, and recommendations).

Learning Outcome Assessed

Which of your program learning outcomes did you assess?

Data Collection and Methodology

How did you collect evidence to determine whether or not the learning outcome(s) is being achieved? Please explain:

* The way in which student work was collected or observed.
* The student groups studied
  1. If you used a sample, please describe how representative the sample was of your program.
* Whether the assessment was mandatory or voluntary for students.
* Please include any instruments in an appendix.

How was the evidence you collected analyzed? Please explain:

* The number of students assessed.
* The methods you used to analyze and interpret the results.
* The person or group who analyzed the data.
* How “acceptable performance” was determined for this assessment project.
* Please include any scoring guides or rubrics in an appendix.

Results

For EACH learning outcome you assessed, what are the results of this assessment project?

* How many students demonstrated acceptable or better performance?
* Please include any tables, charts, or graphs in an appendix.

Interpretation of Results

Based on your analysis of the data, what evidence did you find for whether or not your unit’s specific learning outcomes are being met?

Describe your program’s satisfaction with the results.

Recommendations and Plans for Action

Based on the results of your assessment project, what recommendations do you have to improve students’ achievement of this learning outcome in the future?

Recommendations may include:

* Areas for improvement and/or maintenance
* Areas for further inquiry
* Any necessary curricular changes
* Any necessary instructional changes
* Anything else?

Based on your recommendations for improvement, please describe your plans for implementing your recommendations. Please include,

* A timeline for each of these actions.
* Names of individuals and/or groups responsible for these actions
* Requests for additional resources you will need to take these actions (ex. budget, training, hardware/software). Please note that resource requests will be directed through the normal budgeting process.
* Any potential barriers you see to implementing these actions.
* Your stakeholders and how you will share the results of your assessment with them.