**[Department/Program] Assessment Report**

**Prepared by [Name]**

**[Date]**

**I. Introduction: Concerns from Past Assessment Reports & Goals for the Current Cycle**

1. Issues from Previous Reports

Identify problems that you uncovered in your previous assessment. These could be performance concerns about specific learning outcomes or situations where you have inadequate data to evaluate an outcome.

1. Goals for the Current Assessment Cycle

Briefly describe your goals for the current assessment cycle and explain how they were derived from the results of your last assessment and the feedback that you received from the Committee on Assessment of Student Learning. If you have made changes to your mission statement or your departmental learning outcomes since the last assessment report, describe the changes here.

**II. Assessment Methods**

1. For each major offered by your department/program:

List all student learning outcomes, indicating which have been assessed for this report. *(Attach a curriculum map if you have revised it since your last report.)*

1. For each outcome that was assessed:

Describe what you did to assess student achievement of this outcome. Include direct measures (assessment of student work) and any indirect measures (surveys or interviews) used to probe or corroborate your findings. *(Attach rubrics, surveys, etc.)*

Describe:

* + how the assessment addresses the outcome (why it is a valid measure);
	+ how the data were collected (e.g., in a Senior Experience or course activity);
	+ how you ensured consistency (reliability) in the ratings;
	+ how you combined data from different sources; and
	+ how you analyzed the data.

**III. Findings**

1. Results

Provide tables and/or charts that quantitatively summarize your assessment of student performance according to the rubrics for your learning outcomes. The specific form of these reports may vary depending on how data were collected in your department, but the charts should help you to identify and communicate the strengths and weaknesses of your program. *(For privacy, do not include names of students or assessors.)*  If you’d like help determining how to display your results, contact the chair of the Committee on Assessment.

1. Analysis

Discuss how well students appear to be achieving the outcomes. Identify areas where student performance falls short of your expectations.

**IV. Planned Actions**

Describe how you will use your findings to improve your program. Here are possible approaches.

1. If an outcome is assessed at the senior level, use your curriculum map to identify courses earlier in the curriculum that develop the relevant skills and examine student performance at that point. Consider curricular revisions.

1. Discuss your learning outcomes and rubrics to make sure that they are clear, realistic, and appropriate. Describe proposed revisions to the learning outcomes and rubrics. If you leave your outcomes and rubrics unchanged, explain how you will evaluate the effectiveness of revisions proposed in part A.

**V. Goals for Future Assessment Cycles**

Lay out your plans for the next cycle. Consider some of the following questions:

* Have you assessed all of your learning outcomes?
* Have you assessed outcomes at more than one developmental level? (i.e., include another level prior to the senior experience.)
* Are you considering revisions to your curricular map based on your findings?