

Assessment Report Format

An annual assessment report should be completed by each academic program; copies should be submitted to the VPAA and the Unit/School Chair/Dean, who will forward the report from the unit to the Director of Academic Assessment and to the chair of the Assessment Committee, currently Dr. Gary Russell, by **June 30**. A copy should be retained by each for reference and guidance in successive years.

The report should contain the following information:

Name of academic program: _____

The Quincy University Mission Statement

The Program Mission Statement in relation the University mission statement

A brief paragraph providing an overview of what reviewers can expect when reading the report

A list of all program learning outcomes

- I. A list of program learning outcomes assessed for the current school year
- II. A detailed description of the methods of program assessment used this year
- III. Results of this year's assessment

An overview of the data (which may be subdivided to reflect summative data about graduating seniors as well as data about other majors and non-major students

Percentages or other measures of students meeting assessment goals

- IV. Analysis of assessment results.

For example:

Comparison with the results of previous years

Analysis of data (causes, trends)

- V. Planned program changes based on assessment results

Plans for program changes motivated by assessment results (noting which changes can and will be implemented by program faculty, which require consultation or approval by the VPAA or academic committees, and which involve requests for changes by other academic programs

VI. Program goals/needs

Requests for assistance/monetary support to enact program changes

Program goals for the next academic year, including targets for percentages of students meeting or exceeding the goals

VII. Possible changes (additions/modifications) in assessment methods for the future

VIII. Other pertinent information (optional)

Please note that this document is focused on program assessment based on success in meeting *learning outcome* goals. Each academic unit will typically have other subsidiary goals (for faculty development, scholarship, honors, fund raising, and so on). An addendum summarizing results in these areas may be attached to the report as desired.