

Program-Level Assessment

The Annual Assessment Meeting and Reporting

As part of program-level assessment of student learning, each academic program must meet at least once during an academic year to examine student learning data collected via their chosen assessment measures. Programs must examine data on at least one student learning goal each year. At the meeting, topics of discussion should include changes to the program in response to data and changes to the assessment system in response to data and to the experience. Following the meeting, the program must submit an Annual Assessment Report to the Office of Academic Assessment.

Preparing for the Meeting

The faculty at the meeting are the primary audience for the data so organize the information in a way that makes sense to them. It is important to tie the collected information to the program's student learning goals; for example, overall performance on the capstone project is probably less useful than seeing how students performed on all of the "critical thinking" indicators.

Conducting the Meeting

Faculty should explore the data with an eye toward better understanding student learning, looking for strengths and places where students have failed to meet the goals that were set for them. Once the participants have clarified what they know now about student learning, it may be important to make changes to the program as a response. Possibilities include changes to learning goals, pedagogy, assignments in particular classes, activities, and curricular requirements and/or structure. Participants should identify an anticipated timeline for both implementation of the changes and assessment of the impact of the changes.

Changes to Assessment

Participants should consider two questions: 1) Do the measures and processes provide useful data with a reasonable amount of effort? and 2) Are the measures reliable, valid, and sufficient? If the answer to either question is no, then the program should consider changes. Additionally, participants should identify the student learning goals to be focused on during the next assessment cycle and additional measures required to better understand some of their findings.

Reporting

When the meeting is concluded, each program's assessment coordinator should then submit an electronic Annual Assessment Report to the Office of Academic Assessment with electronic copies of the data examined during the annual meeting. The website links to a suggested template with prompts to guide the meeting. During the 2014-2015 academy year, each program was asked to select a semester during which they would subsequently file their annual reports: fall reports are due by January 15, spring reports are due by June 15, and summer reports are due by September 15.

Follow-Up

At the beginning of the semester subsequent to the filing of the Annual Assessment Report, the Office of Academic Assessment will provide a template for a Follow-Up Report. Programs will be asked to provide evidence that changes mentioned on the Annual Report have been implemented and to provide evidence that they have assessed the impact of those changes.