

Annual Assessment Report Template

There are three goals of the Annual Assessment Report

1. To provide a record of focused consideration of one or two of your departmental student learning outcomes. This part of the report should be written an eye toward folding it into the six-year Program Review Report with minimal updating.
2. To provide an occasion to discuss and report on any follow up on previous assessment work or on any additional issues that have arisen during the year.
3. To check on your progress toward your six-year Program Review Report.

The body of the Annual Update Report should be 4 – 7 pages long. The distribution of the work between the sections will depend on how much follow up work you are doing compared to the work being done for the current year's focus. Each year's update should have its own focus rather than being built on the previous year's report.

O. Title

XXXXX Department 20XX Annual Assessment Update

I. Mission Statement and Student Learning Outcomes

- A. Include your Mission statement
- B. Review your outcomes and note any changes. Include a copy of your current outcomes.
- C. Review the alignments between your courses, departmental outcomes and institutional outcomes (Chart 4). If any of the alignments have changed, include an updated alignment table as an appendix.

II. Follow up on Action Items identified in previous reports

Include a copy of last year's PRC response as an appendix. For each of the Action Items identified in your previous Annual Assessment Update or in the PRC response:

- A. State the action item and identify the person charged with overseeing it.
- B. Give a brief update. Where are you in the time line? What has been done so far? What remains to be done?
- C. Have any additional issues come to light during the year?

III. 20XX Focus

For each **Student Learning Outcome** scheduled for attention this year, include a report consisting of the following three sections. This section should be written so that it can be extracted and used with minimal modification and updating in the six-year Program Review Report.

- A. **Summarize** the assessment methods have been used and what data have been collected.
 1. Indicate the size of your data set and the group from which the data was gathered.
 2. Identify your departmental benchmark.
 3. Include as appendices the prompt or instrument used to gather the data and a copy of the rubric (or other tool) used to analyze the data.

4. Describe (URL, computer and file path name, etc.) where in your department's Assessment Archive the data are stored. Scanned pdf files are recommended.
- B. **Interpret the Results.** Based on departmental reflection on the data, describe what the results mean:
1. Provide evidence of COLLECTIVELY interpreting data that have been gathered.
 2. Describe any external voices (e.g., Westmont faculty outside the department or program; faculty from other institutions, Westmont graduates) that have been involved in analyzing the data.
 3. What have you learned about what your students are learning and how they are developing? How effective are the assessment methods that were used?
- C. **Make a Response.** What does your department plan to do in response to what you have learned?
1. What changes in curriculum, instruction, assignments, course sequencing, etc. have been or will be made in light of what you have learned? What results might the entire faculty benefit from knowing? How will/did these results get communicated?
 2. What new or revised goals have been set by the department in response to what has been learned? How will these be studied?

IV. Next Steps

Identify what needs to be done over the next few years.

- A. **Action Items:** Gather all of your currently active initiatives together here. This will include unfinished projects from section II (if any), new projects identified in section III.3 (if any), and the work scheduled in the Multi-Year Plan for the coming year. For each item
1. Clearly state what is to be done.
 2. Establish a timeline.
 3. Identify the person or group with oversight/organizational responsibility.
- B. If needed, given the progress made this year and the due date for your 6 year report, update your Multi-Year Assessment Plan. Include a copy of the updated Multi-Year Assessment Plan as an appendix.

V. Appendices

- A. Alignment chart (if it has changed)
- B. Last year's response from the PRC
- C. Prompts or instruments used to collect data
- D. Rubrics used to evaluate the data
- E. Updated Multi-Year Plan

Prepare for your Six-Year Program Review Report

Review and update your departmental assessment archive. Collect and archive (but do not include in this report) information that will be used for Program Review work:

1. Faculty workload information for the current year
2. Documentation of departmental discussions
3. Alumni data (surveys, analysis)
4. Evidence of work with other areas such as your Library Liaison, the Internship Office, the Office of Life Planning, Disability Services, and Off-campus Programs.
5. Student demographic and participation data.

**XXX Department
MULTI-YEAR PLAN**

Outcomes	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	Means of Assessment, Benchmark and Status
1.							
2.							
3.							
4.							
5.							
Projects							
6.							
7.							
8.							

Comments/Reflections:

(From BYU Hawaii)