

## Structure of Assessment/Program Review Archive

This shared drive will contain a folder for each department. Your department's folder should be used to store all of your departmental data and should conform to the following structure.

The top level of the archive will consist of four folders with the following names and contents.

### 1. Guiding documents

- a. Mission Statement and Student Learning Outcomes
- b. Multi-year Assessment Plan
- c. List of current projects with proposed timeline
- d. Survey Instruments
- e. **Document Archive** – a subfolder containing previous versions of the above documents (labeled by year)

### 2. Reports

- a. Annual and six-year reports – use a common name that includes the year
- b. Place appendices in a separate pdf file – one for each report.
- c. Responses to reports

### 3. Assessment Data

- a. In most departments you should use one subfolder for each learning objective. In some departments an alternate structure may be more workable. Whatever structure is used to archive your assessment data, it should be clear.
  - i. Rubrics
  - ii. Benchmarks
  - iii. Assessment data

*Make generous use of scanners. Use file names that include the year in which the data was collected.*
  - iv. If you have additional data in departmental binders, include a description of the data and the location of the binders.
- b. Place GE-related data in the appropriate GE subfolder.
- c. **Archive** Subfolder(s) containing the data used for previous six-year reports. *When a six-year report has been completed, the data should be swept into a subfolder labeled with the report year.*

### 4. Demographic Data

- a. Load Reports
- b. Student data
- c. Graduate profiles
- d. **Archive** Subfolder(s) containing data used for previous six-year reports

### 5. Records

- a. Meeting notes documenting departmental discussions of assessment data and program Review issues.

**File-naming conventions:**

In order to provide regularity and to facilitate the location of documents, all file names should use the following structure.

**Year-description or Year-description-subdescription**

**Examples:**

2007-Mission Statement and Learning Objectives

2007-Assessment Plan

2008-Annual Assessment Report

2008-Annual Assessment Report-Response

2009-Core Knowledge-Field Test Results

2009-Core Knowledge-Field Test Response

2010-Communication-Rubric

2010-Communication-MA 110 Papers

2010-Communication-MA 180 Solutions

2011-Alumni Survey

2011-Alumni Survey-Raw Data

2011-Alumni Survey-Interpreted Results