Assessment Report

The following is a suggested assessment report format. Each major program should be assessed; however, some departmental assessment activities may apply to more than one major.

MAJOR: DEPARTMENT CHAIR:

DEPARTMENT FACULTY TEACHING MAJOR COURSES:

1. Mission of the Major

Clearly articulate the mission of the major.

2. Student Learning Outcomes for the Major

List the learning outcomes for the major. Most majors will have approximately 15 learning outcomes, but your major may have more or fewer. It is unlikely that you will be able to assess all learning outcomes in one year. Indicate the outcome or outcomes that you assessed in the past year.

3. Assessment Process Completed

Briefly state and explain the assessment process(es) which you have implemented.
   a. Explain the method(s) used to measure the achievement of one or more of the learning outcomes for your major. Describe the tools used and how these were administered.
   b. State and analyze the results obtained. Describe what was learned about the program, deficiencies, strengths and weaknesses. Where possible and appropriate, provide quantitative and qualitative data.
   c. Detail how these results were shared and reviewed: meetings and attendees, discussion summary, conclusions reached.
d. Describe the outcome of the process and implications for the program. What decisions were reached and what improvements will be made to curriculum, delivery, and/or pedagogy? In particular, explain how assessment processes helped to identify problems and motivate changes you will make in your program.
e. Identify any resources the department will need to implement the changes necessary.

4. Evaluation of the Assessment Process

Evaluate the assessment process completed in this assessment cycle, stating advantages and disadvantages of tools and methods used, problems encountered and possible resolutions. Revise those parts of your assessment plan which were ineffective or impractical. Consider assessing additional learning outcomes from your list. Add elements which will help you to assess whether your major program is achieving the student learning outcomes desired.

5. Assessment Process for the Next Cycle

Briefly explain the assessment process you will be following for your next assessment cycle.

More information is available on the Institutional Research website:

www.cedarcrest.edu/ir