

Program Name
 Degree or degrees being assessed

1. Learning Outcomes

List the learning outcomes for the program or degree.

2. Assessment Plan

This is your plan for determining whether your learning outcomes are really being met. It should include a cyclical timeline that shows that you have a strategy for examining all your learning outcomes in a reasonable timeframe. For example, outcomes will be assessed annually, bi-annually etc. Make sure that your timeline is both ambitious enough to give you timely information on all learning outcomes, and realistic enough to be feasible. Over 3-5 years, you should be able to assess all of your learning outcomes.

Measures	Target	Learning Outcomes	Cycle and Reviewers*
Measure 1 Must include at least one direct measure and one indirect measure for the program. As assessment continues, we hope that most all outcomes will have both direct and indirect measures.	What benchmark will you use to determine if learning outcomes have been met?	Refer to the list of outcomes in Section 1. A measure can gather information on more than one outcome. Make sure that all outcomes are covered by at least one measure.	How often is data collected (annually, bi-annually)? Who reviews the information and to whom do they report it within the department?
Measure 2, etc.			

* In previous templates, this column was headed "Use of Information." We hope this header is clearer about the information we are asking for.

3. History of Program Changes Made Based on Assessment

This section is the most important part of the assessment report, demonstrating that assessment has actually helped the department improve its program.

This is where you document how you implemented the assessment plan described in Section #2 above. Describe assessments performed this year as well as in previous years (since 2002 or so). Include informal assessments, curricular changes you made, new positions created, any changes made recently to improve your program.

What assessment activity did you conduct?	What did you learn about your program as a result? Please be specific about the learning outcomes and targets.	How are you using your findings to improve your program? Please provide examples of changes you have made or are making.
Measure 1 and Year (The measure and year comes from Section #2 above.)	Describe the findings generated by your assessment measure. (The outcomes and target come from Section #2 above.)	This is the most important part of assessment and will attract the most attention because it shows how you are using assessment to plan for and improve your program or degree.
Measure 2 and Year, etc.		

4. History of Changes Made in Assessment Process

For each year, describe how you have changed your assessment process in order to get better information about your program. This account can take a narrative form. If your assessment has been informal, you can describe here how you've moved from informal to formal assessments.