

# 2015-2016 Assessment Report Instructions

**DUE NO LATER THAN Monday, October 3, 2016**

## REPORT INSTRUCTIONS

**\*\*\* Please Include a Copy of Your Objectives and Outcomes by pasting them in your report or including a copy of your Assessment Plan \*\*\***

### SECTION I

**Previous Year's Assessment Results:** Report on **at least two outcomes** measured in 2015-2016, using the template beginning on the next page for each outcome. *(Each outcome measured can usually be summarized in 1-2 pages.)*

**Decisions Based on Results:** Based on the results of your previous year's assessment, what changes (if any) will be made to improve achievement of the two outcomes measured.

**\*\*\*This section includes a discussion of your decisions made based on assessment findings – these decisions should not be simply changes to methods or outcomes, but should be substantive changes to programs and/or practices (if warranted)\*\*\***

### SECTION II

**Additional Data:** Any other data your unit uses for decisions may be included in this section. Include a brief summary of the data. *Examples:* course-taking patterns, retention data, participation data, satisfaction data, transfer statistics. This data does **NOT** have to be assessment data (though it can be used for assessment); it is any other data/evidence you collect or use to make decisions.

**\*\*\*This section is NOT optional. If you do not collect any additional data beyond what is discussed in your assessment report, please note that \*\*\***

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**Department/Unit:**

**Person Submitting Report:**

**SECTION I:** *(duplicate for each outcome measured)*

<b>Unit/Department Outcome:</b>	One unit/department level outcome <b>directly</b> from your list of outcomes (copy and paste)
<b>Definition(s):</b> What does X (outcome) look like? “Criteria” for learning the content?	What did you want them to know or be able to do? Define the construct/outcome (i.e., what do you mean by “leadership”). Is there a model or theory or skills you expect them to perform?  *** <i>This is different than accountability criteria such as “80% will score X on a test”</i> ***
<b>Action Item/Course/ significant activity:</b> if appropriate.	In this section, <b>LIST</b> the significant activities, action items, or courses your unit/department engaged in to meet your unit/department level outcome. <b>They may be one time or on-going.</b>
<b>Method for Assessment:</b> Such as survey, focus group, interview, document analysis, etc.	Provide a brief list or description of the assessment methods you used.
<b>Population (Number):</b> the large group that you want to know about such as “all freshman.”	
<b>Sample (Number and method):</b> the group you actually asked to participate such as “freshman taking a specific course.”	If you are not actually taking a sample of the population (i.e., you are including everyone in the assessment), you can just state that here.
<b>Response (Number):</b> are only those that actually participated. Please provide a raw number and % of the total group asked to participate.	
<b>Implementation of method:</b> such as web based or paper survey, number of focus groups conducted, time frame, method and number of contacts, etc.	In this section, briefly describe how you performed the assessment. Feel free to attach a copy of the instrument you used (if applicable).  *** <i>Such as “we handed out a 10-question survey to program attendees” or “we collected response papers from the class and evaluated them using a rubric”</i> ***
<b>Summary of Results:</b> summary of the important results- <b>you do not have to include all your data.</b> Please include actual data such as percentages, raw numbers or themes for qualitative data.	
<b>Interpretation:</b> Your interpretation of results in general or of specific pieces of significant data (interpretations may be based on your professional experience, literature in your field, etc).	Your summary of results and the interpretation of those results can be one discussion or you can make it two separate blocks.

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<b>Was the Outcome Achieved</b>	<p>A brief answer – based on the data you collected, interpreted, and analyzed, was the outcome achieved? If so (or even if not), at what level was progress made?</p> <p><i>*** For example: Students were proficient at verbal communication and so the outcome was achieved; <u>or</u> Students were minimally proficient, so the outcome was achieved in part.</i></p>
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**DECISIONS:** *(duplicate for each outcome measured)*

<b>Dissemination:</b> With whom did you share your assessment results.	Please indicate with whom you shared your assessment results. If you shared them with external audiences, please also include the method with which you shared them (i.e., newsletter, poster, etc.)
<b>Decisions:</b> Very specific decisions made based on the <b>Data Collected</b> . Possible types of decisions-related data should be in the summary of results.	Possible decisions you may choose to consider include: <ul style="list-style-type: none"> <li>• decisions to continue with current practices</li> <li>• decisions to expand upon projects that are doing exceptionally well <i>(include HOW you would expand them)</i></li> <li>• decisions to improve a program/project <i>(include HOW you would improve it)</i></li> <li>• decisions to continue to assess to gather more information</li> </ul>
<b>Comparison of Findings to Determine Improvement:</b> <i>(if applicable)</i>	If you have previously measured this outcome, where appropriate, compare findings from this assessment to past assessments of the outcome to determine any improvement as a result of previous decisions (i.e., have students shown improvement on the outcome). Provide specifics if possible.
<b>Time Frame to Reassess:</b>	When you plan to assess this outcome again

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**SECTION II:** Other data your unit uses for decisions should be included in this section. **REQUIRED**

<p><b>Type(s) of Data Collected:</b> What type(s) of data do you collect on a regular basis and/or what type(s) did you collect this year?</p>	<p>Provide a list of the data that your unit regularly collects. Examples: course-taking patterns, retention data, participation data, satisfaction data, transfer statistics.</p>
<p><b>Brief Summary of Results:</b> Brief summary of only the important results-please do not include all your data. These are your "Ah-hahs" so 2-3 bullets are sufficient. Include actual data such as percentages, raw numbers or themes for qualitative data.</p>	<p>Include a brief summary of the data, and interpret what it means for your unit.</p> <p><b>***You may include other reports/charts/tables, etc. as appendices and reference them here</b></p>