

## **Instructions for Completing Student Learning Assessment Plan/Report 2004-2005**

### Department Information

1. Complete information on the college, department at the beginning of the form.

### Mission Statement

1. Mission: list department's mission statement; make sure to include how this mission links to the University mission statement under subtitle "Link to University mission."
2. List the department URL address.

### Student Learning Objectives/Outcomes

1. For each separate student learning objective/outcomes describe it in the shaded area with a general title and then add any supporting language directly below this area.
2. General Education Competency: if this outcome corresponds to a General Education competency list that General Education competency in this area.
3. Outside Accreditation Objective: if this outcome is corresponds to an outside accreditation objective list it in this area.

### Assessment Measurement

1. Each "student learning objective/outcome" needs to be measurable. Detail the method(s) by which this outcome will be measured. Each objective can have more than one method of measurement; please list all measurements used by the department for each program outcome.

### Performance Criteria

1. This section allows you to determine at what level of performance will you judge this measure to be successful. Detail the levels of performance criteria that will measure success for this student learning outcome.

### Timeline and Population

1. Here you list when and to whom will this assessment measure be given during the assessment period covered in this plan/report.

### Finding Outcomes

1. In this section you explain the results of this student learning outcome assessment measure.

### Performance Criteria Status and Action Taken

1. In this section you list whether the outcome was "not met", "met", or "exceeded" given the results listed.
2. This section asks you to list the action take for the "Finding Outcomes" for each measurement used with this objective/outcome. The types of actions that can be taken are listed in the section "Implemented and Planned Changes." There are basically three types of actions that can be taken: 1) changes to plan; 2) changes to academic processes; and 3) changes to curriculum. You do not need to make all type of changes for any one outcome and you may not make any changes should the outcome be met or exceeded; if no action is taken state that. At this point you will only list the general action taken [e.g. "Change to curriculum"]; detailed discuss of the action taken occurs on the "Implemented and Planned Changes" section of the report.

### Implemented and Planned Changes

1. In this section you detail the action you listed in the "Performance Criteria Status and Action Taken" section above. Check as many changes as appropriate in each of the three areas—1) changes to plan, 2) changes to academic process, and 3) changes to curriculum. The box below provides space to detail the change to be implemented.
2. Place a subtitle or outcome number and measure at the beginning of the detailed discussion that refers the reader back to the specific outcome change you are detailing. This section can be expanded to include all discussion you deem appropriate to explain the change.

### Curriculum Map of Student Learning Objectives/Outcomes

1. The “Curricular Map” provides information when the student learning objective is “introduced,” “emphasized,” “reinforced,” and “assessed.” This mapping provides the program with a clear picture of the placement of this objective within your curriculum. Assessment provides programs with the information to guide curricular offerings; the intent of this form is to inform that process.

### Program Longitudinal Assessment Data

This form allows you to track the success for each of your student learning objectives.