

Annual Assessment and Program Review Reports A Template

I. Mission Statement, Student Learning Goals and Student Learning Outcomes

State your department's

1. Mission statement
2. Student Learning Outcomes
 - Review Outcomes: indicate if the current outcomes have been revised.

II. Data and Interpretation

1. For each **Student Learning Outcome** that your department is actively working on, summarize what assessment methods have been used and what data have been collected.
 - Describe where the data are stored and how they can be retrieved (raw and analyzed forms), so that others outside the department, including the PRC, other departments, and a visiting WASC team, can access student work
 - Describe what external voices (e.g., Westmont faculty outside the department or program; faculty from other institutions) have been involved in validating the department's program review process.
 - Provide evidence of COLLECTIVELY interpreting data that have been gathered (i.e., the department together reviews the data; department members from various departments reflect on the data together; faculty members from various institutions examine the data).
2. **Interpretation of the Results.** Describe what the results mean, based on departmental reflection on the results: How effective are the assessment methods that were used? What have you learned about student learning?

Fill out the following chart to reflect the work accomplished so far

Major in _____				
Student Learning Outcomes/Goals	For example Knowledge	For example Communication	For example Creativity	For example Christian Orientation
What does the Learning Goals mean? Departmental discussions and ownership	List specific outcomes			
Where are the Learning Outcomes met? I introduced D developed M mastered List courses required in the major, i.e. HIS 001 HIS 009				
How are they assessed? Rubrics Portfolios Capstone Poster session External Jury Exit interviews Written Surveys Etc.				
Benchmark				
Link to the learning standards				

III. Using the Results and Next Steps

- What changes will be made or have been made because of the results? What results might the entire faculty benefit from knowing? How will/did these results get communicated?
- Provide evidence of making changes in the program as a result of the assessment process. □
- What new or revised goals have been set by the department in response to what has been learned? How will these be studied? (What is basically needed here is a revised/updated five-year plan.)

IV. Data For Program Review

In this section , provide any data that will help the Department complete its program Review. Refer to the Template for Program review for all the possible categories. The Chair would find it helpful to include data that is difficult to trace after 6 years:

- Data on the faculty responsibilities for the year (advising, new preps, departmental responsibilities) –please see next page
- Alumni data (surveys, analysis)
- Outside reviews/facilitator's work
- Evidence of work with the Library Liaison, the Internship Office...

V. Time-line for completion of the 6 year report

Given the progress made this year, and the due date for your 6 year report, what needs to be accomplished between now and then? How will this happen? Please provide as much detail as possible, both in terms of specific items and in terms of specific responsibilities within the department.

Faculty Information for ____Name_____

Year: _____

Date of hire: _____

Sex and Ethnicity: _____

Rank: _____

Tenure status: _____

Teaching Load:

	Classes	Number of students	Number of advisees	Other departmental responsibilities	New Preps
Fall	_____ _____ _____ _____				
Spring	_____ _____ _____ _____				
Average load					
Mayterm	_____ _____				
Independent Studies and Internships	_____				

Research Update (include for instance publication, papers, research in progress)

MULTI-YEAR ASSESSMENT PLAN

XXX Department

Outcomes	2005-06	2006-07	2007-08	2008-09	2009-10	Means of Assessment
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Comments/Reflection:

(From BYU Hawaii)