

Structure of Assessment/Program Review Archive

The IT Department will soon be setting up a shared drive called Program_Review. As with the other shared drives, Program_Review will only be accessible from on campus unless you set up a vpn account.

This shared drive will contain a folder for each department. Your department's folder should be used to store all of your departmental data and should conform to the following structure.

The top level of the archive should consist of four folders with the following names and contents.

1. Guiding documents
 - a. Mission Statement and Student Learning Outcomes
 - b. Multi-year Assessment Plan
 - c. List of current projects with proposed timeline
 - d. Survey Instruments
 - e. Document Archive – a subfolder containing previous versions of the above documents (labeled by year)
2. Reports
 - a. Annual and six-year reports – use a common name that includes the year
 - b. Responses to reports
3. Assessment Data
 - a. Use one subfolder for each learning objective
 - i. Rubrics
 - ii. Benchmarks
 - iii. Assessment data
Make generous use of scanners. Use file names that include the year in which the data was collected.
 - iv. If you have additional data in departmental binders, include a description of the data and the location of the binders.
 - b. If not already included in the departmental learning objectives, use separate subfolders for GE-related data
 - c. Subfolder(s) containing the data used for previous six-year reports. *When a six-year report has been completed, the data should be swept into a subfolder labeled with the report year.*
4. Demographic Data
 - a. Load Reports
 - b. Student data
 - c. Graduate profiles
 - d. Subfolder(s) containing data used for previous six-year reports
5. Records
 - a. Meeting notes documenting departmental discussions of assessment data and program Review issues.