Annual Assessment Report Template

There are three goals of the Annual Assessment Report
1. To provide a record of focused consideration of one or two of your departmental student learning outcomes. This part of the report should be written with an eye toward folding it into the six-year Program Review Report with minimal updating.
2. To provide an occasion to discuss and report on any follow up on previous assessment work or on any additional issues that have arisen during the year.
3. To check on your progress toward your six-year Program Review Report.

The body of the Annual Update Report should be 4 - 7 pages long. The distribution of the work between the sections will depend on how much follow up work you are doing compared to the work being done for the current year’s focus. Each year’s update should have its own focus rather than being built on the previous year’s report.

O. Title
XXXXX Department 20XX Annual Assessment Update

I. Mission Statement, Program Goals, Student Learning Outcomes, Curriculum Map, AND Multi-Year Assessment Plan

Provide the URLs to the following departmental documents:
A. Mission statement and Program Goals if your department has the latter. If your department does not have Program Goals you are not urged to develop them at this point. The Mission Statement, however, is required. Note here whether your Mission statement has been changed.
B. Program Learning Outcomes (PLOs): if your PLOs have been modified or changed, note any changes here.
C. Curriculum Map. If your Curriculum Map has been modified or any of alignments between the Program Learning Outcomes and Institutional Learning Outcomes (ILOs) have been changed, provide the rationale for this change and the expected result. Two Curriculum Map templates for your department to choose one, horizontally or vertically aligned, are posted at the Educational Effectiveness Resource site. The URL is as follows:
http://www.westmont.edu/_offices/institutional_portfolio/program_review/ProgramReview-FacultyResources.html
D. Multi-Year Assessment Plan.

II. Follow up on Action Items identified in previous reports
Include a copy of last year’s PRC response as an appendix. For each of the Action Items identified in your previous Annual Assessment Update or in the PRC response:
A. State the action item and identify the person charged with overseeing it.
B. Give a brief update. Where are you in the time line? What has been done so far to close the loop? What remains to be done?
C. Have any additional issues come to light during the year?

III. 20XX Focus
For each Student Learning Outcome scheduled for attention this year, include a report consisting of the following three sections. This section should be written so that it can be
A. **Summarize** the assessment methods have been used and what data have been collected.
   1. Indicate the size of your data set and the group from which the data was gathered.
   2. Identify your departmental benchmark.
   3. Include as appendices the prompt or instrument used to gather the data and a copy of the rubric (or other tool) used to analyze the data.
   4. Describe (URL, computer and file path name, etc.) where in your department’s Assessment Archive the data are stored. Scanned .pdf files are recommended.

B. **Interpret the Results**. Based on departmental reflection on the data, describe what the results mean:
   1. Provide evidence of collectively interpreting data that have been gathered (dates of departmental meetings focused on the assessment data interpretation, etc.).
   2. Describe any external voices (e.g., Westmont faculty outside the department or program; faculty from other institutions, Westmont graduates) that have been involved in analyzing the data.
   3. What have you learned about what your students are learning and how they are developing? What evidence is there that your curriculum design and teaching strategies result in desired student learning and development? How effective are the assessment methods that were used?

C. **Close the Loop**. What does your department plan to do or what has been done in response to what you have learned?
   1. What changes in curriculum, instruction, assignments, course sequencing, faculty support, student support, or resource allocation have been or will be made in light of what you have learned? What results might the entire faculty benefit from knowing? How will/did these results get communicated?
   2. What new or revised goals have been set by the department in response to what has been learned? How will these be studied?

IV. **Next Steps**
Identify what needs to be done over the next few years.

   A. **Action Items**: Gather all of your currently active initiatives together here. This will include unfinished projects from section II (if any), new projects identified in section III.C (if any), and the work scheduled in the Multi-Year Plan for the coming year. For each item
      1. Clearly state what is to be done.
      2. Establish a timeline.
      3. Identify the person or group with oversight/organizational responsibility.

   B. If needed, given the progress made this year and the due date for your 6 year report, update your Multi-Year Assessment Plan. Include a copy of the updated Multi-Year Assessment Plan as an appendix.

V. **Appendices**
   A. Last year’s response from the PRC
   B. Prompts or instruments used to collect data
   C. Rubrics used to evaluate the data

**Prepare for your Six-Year Program Review Report**
Review and update your departmental assessment archive. Collect and archive (but do not include in this report) information that will be used for Program Review work:
1. Faculty workload information for the current year provided by the Office of Institutional Research (Bill Wright)
2. Documentation of departmental discussions
3. Alumni data (surveys, analysis)
4. Evidence of work with other areas such as your Library Liaison, the Internship Office, the Office of Life Planning, Disability Services, and Off-campus Programs.
5. Student demographic and participation data provided by the Office of Institutional Research (Bill Wright).
### XXX Department

#### MULTI-YEAR PLAN

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#### Comments/Reflections:

1. Adjust the Multi-Year Assessment Plan to your department six-year assessment cycle.
2. Align your program-level assessment with the [Institutional Level assessment](#) whenever possible: e.g., if your department has the Effective Communication/Writing outcome among your Program Learning Outcomes, this outcome should be assessed in 2011-2012 academic year unless your department assessed this particular outcome in 2010-2011. If your department has the outcome aligned with the Christian Understanding/Practices/Affections ILO it should be assessed in 2012-2013 academic year, etc.