

Guidelines for Reporting Assessment Activities 2006 - 2007 Academic Year

Unit options for submission dates for the **2006-2007 Academic Year** are **May 1, 2007; July 1, 2007; October 1, 2007; or January 30, 2008.**

The purpose of assessment is to improve student learning and development by identifying the intended student outcomes for each program, providing feedback on the progress toward these outcomes, and using the feedback to modify aspects of the programs to ensure that the outcomes are being achieved and student learning is improved.

http://www.ndsu.edu/accreditation/assessment/statement_principles_uac.htm

These principles are best achieved when all faculty:

- Identify the program's intended outcomes.
- Define course objectives that address program outcomes.
- Assess student learning in relation to objectives and program outcomes.
- Evaluate assessment result with the purpose of enhancing student learning and academic programs.

Suggested format for assessment reports:

1. The unit's assessment plan:

Include the courses or areas assessed, the assessment measures employed, and how often assessment of each outcome occurs. Departments are expected to assess student learning in their general education, service courses and courses primarily for their majors. It is not necessary to report every outcome each year. For example, if using four-year plans, give an overview of the four-year plan then list the outcomes/objectives addressed during the current year.

2. An overview statement:

Briefly summarize the year's assessment activities.

3. Answer the following questions for each student outcome assessed:

- A. What did you do? Describe clearly and concisely how you assessed student learning in each outcome that was evaluated this year.
- B. What did the faculty in the department or program learn? Explain what strengths and weaknesses in student learning this assessment demonstrated.
- C. What will be done differently as a result of what was learned? Discuss how courses and/or curricula will be changed to improve student learning.

4. Summary:

- A. Explain what you have learned about your program from this and previous assessments
- B. Discuss areas you plan to change and/or
- C. Propose a strategy for determining how to help students overcome their weaknesses and improve their strengths.

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A Checklist for Assessment Reports

Include each of the following:

- √ Use formative evaluation of student learning.. For example, gather information during the early stages of learning to focus on discovering if learning is unfolding as planned, to uncover obstacles, and to identify adjustments that may help the learner become more successful.
- √ Gather data from a variety of sources.
- √ Emphasize direct measures of student learning when dealing with the cognitive domain (i.e. exams, writing projects, class projects).
- √ Use indirect measures of student learning as supporting information (i.e. student evaluations, departmental student satisfaction surveys, and exit exams).
- √ Recognize the faculty and staff involved in the assessment.
- √ Include examples of student measures in the appendix (but do not include information that could identify the student).
- √ Indicate specific area(s) members of the University Assessment Committee should focus on for feedback.
- √ Include the department or unit self-rating on Levels of Implementation with your report.
<http://www.ndsu.edu/ndsu/accreditation/documents/worksheet.pdf>

Available resources:

For examples of clear, concise assessment reports in a variety of disciplines, please contact Bob Harrold (231-8967) or @ <mailto:robert.harrold@ndsu.edu>, or any member of the [University Assessment Committee](#). Members of the University Assessment Committee include: Val Anderson, Joseph Brennan, Ross Collins, Russ Danielson, Bonnie Klamm, Allyn Kostecki, Harriett Light, Justin Miedema, Mark Schmidt, J. W. Schroeder, David Scott, William Slanger and Joshua Walter. Gene Berry serves as the liaison from the Executive Committee of the University Senate.

NDSU Assessment Web-site:

www.ndsu.edu/ndsu/accreditation/assessment/index.shtml