

Annual Report to the Provost Clarifications and Suggested Format for the Assessment Section

The Annual Report to the Provost asks four learning outcomes assessment questions. Last year's review of these reports by the Learning Assessment Team found that questions are not always answered directly. Sometimes they are answered vaguely or do not clearly respond to the question being asked. The purpose of this document is to provide some clarifications and suggested format for responding to the questions directly and effectively. In your report, alignment between the answers to the four questions is expected. However, this sample does not show such alignment because we are not intending to produce a complete sample report. Instead, the intent is to show examples for each individual answer independently. Heuristic course numbers and prefixes are used for illustration.

1. What Learning Outcomes did you assess?

(Note: These Learning Outcomes are expected to be from the program's SOAP; if not, briefly explain why they are different. Please state the learning outcomes assessed since the previous annual report only. Include follow-ups from last year as applicable.)

Example response:

- Outcome #3 - Ability to communicate effectively in writing
- Outcome #7 - Ability to critique and analyze published documents
- Outcome #9 - Ability to work in teams (this is a follow-up from last year's assessment work.)

2. What instruments did you use to assess them?

(Note: The instruments used should be those specified in your SOAP. If they are different, briefly state why.)

Example response:

- Direct measures:
 - 1) Applied the rubric prepared for Outcome #2 to culminating experience reports
 - 2) Used embedded question in LU 120 and LU 133 and applied relevant rubrics
- Indirect measures:
 - 1) Exit interview

3. What did you discover from the findings?

(Note: Please summarize data collected and provide a short analysis/findings statement according to the standards stated in the SOAP for each Learning Outcome. Emphasize follow-ups from the previous year as applicable.)

Example response:

- 1) Direct assessment data indicates that students' performance meets expectations in data analysis and proper documentation based on the performance measures specified in Outcome #2. Scores of "following instructions," however, are well below expectations.

- 2) All performance indicators for Outcome #8 exceed expectations according to the employer survey. However, data from embedded questions in exams indicate that expectations are barely met except for “utilizing technological tools.”
- 3) Changes to EM 12 and EM 122 which were implemented last year were assessed through embedded questions. Collected data indicate a slight improvement in student performance on those learning outcomes.

4. What changes did you make as a result of these findings?

(Note: Please state how you responded to the findings including action items and their time schedule.)

Example response:

In the annual faculty retreat, the most current assessment data were reviewed in light of data from previous years to examine the broader picture. It was especially necessary to consider previous data on the same Learning Outcomes. Decisions were made about the following action items:

- 1) Stated changes to MC 101 in 2009 proved successful in improving students’ ability to “apply methodologies in problem solving.” It is decided to continue with the changes to the course.
- 2) Not meeting expectations in “concise writing” is persistent since the previous cycle of collecting data. Two faculty members assumed the responsibility of reviewing the contents of courses that support the related learning outcome (Outcome #9). They recommended to the rest of the faculty introducing case-studies in MC 77 and MC 140. It was also decided to emphasize concise writing in the culminating experience.
- 3) It was decided to assess “critical thinking” for one more semester before concluding that making changes is warranted.