

The University of Southern Mississippi

## Example Assessment Report

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## Example Assessment Report

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### **EXAMPLE ASSESSMENT REPORT with GUIDELINES** 2020-21

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# EXAMPLE ASSESSMENT REPORT with GUIDELINES

2020-21

Completed

2 OUTCOMES 2 MEASURES 2 TARGETS 2 FINDINGS 1 ATTACHMENTS

## Program Description/Summary

Programs should include a brief, one to two paragraph, description/summary of the program and key highlights from the assessment year. This section should be written to provide context to a reviewer, either internal or external.

### 1 Outcome Type

#### Student Learning Outcomes (SLO)

A Student Learning Outcome (SLO) is a statement describing what students will be able to do as a result of a learning experience. More specifically, a SLO is the knowledge, skills, attitudes, and habits of mind that students take with them as a result of their engagement in an academic program. SLOs should complete the sentence, “When students complete our program, they will be able to....” A program does not need to state all possible outcomes, but it should articulate those that are fundamental. SLOs should show a progressive distinction between degree levels (BA/BS, MA/MS, PhD, etc.). Learning outcomes should be neither too broad nor too specific. They can be categorized into three broad categories: 1) knowledge and conceptual understanding; 2) thinking and/or other skills; and 3) attitudes, values dispositions, and habits of mind. Program-level assessments MUST have at least four (4) SLOs. Each SLO MUST have at least two (2) measure, one of which MUST be a direct measure.

#### 1.1 Outcome

[Add Title of SLO]

A brief description of each SLO is recommended but not required. Disregard Supportive Initiatives section in the template in WEAVE.

### Action Plan

An action is a planned activity that is intended to help programs more effectively achieve outcomes or improve/grow the program. In this section, include a brief title/description of your Action Plan(s) for this particular outcome, if one is needed. Action Plans are required if a target is NOT MET. You will be able to enter program-level Action Plan(s) in a Word document and attach the file in the Project Attachments section at the end of the report. Disregard “Budget Source” section below - you DO NOT have to complete that section.

Budget Source	Amount	Due	Status
DO NOT COMPLETE			
Action Item 1	Created	Due	Status
Action Item #1			

### 1.1.1 Measures

[Add Title of Measure]

This field should be used for a longer description of the measurement tool/instrument/indicator for additional context and clarity. A measure identifies evidence and methods used to determine achievement of expected outcomes. Measures should be detailed and specific. Measures can be direct or indirect. A direct measure is one that directly measures/evaluates a student's work – exams, papers, portfolios, projects, etc. An indirect measure is more of a method used to reflect on students' learning experiences - interviews, surveys, etc. Each SLO must be assessed using at least two (2) measures, one (1) being a direct measure. Either in the title or in the description of each measure, please indicate if a measure is direct or indirect. Course grades are NOT an acceptable measure.

#### 1.1.1.1 Targets

Short description of the target. Select a "status" from the dropdown menu on the right.

TARGET	Targets are the criteria for how success will be measured. In this field, establish the # or % that would indicate success in meeting the outcome.
FINDINGS	Include data, separated by site/teaching mode, if applicable. A quantitative finding MUST be entered for each measure. Include sample size. Semesters can be combined, but clearly state how data is presented. See "Guidelines" document for more information.
ANALYSIS OF FINDINGS	Provide an analysis that reflects on the data and identifies the implications for this particular outcome. Identify recommendations for next steps. A more robust, program-level analysis will be completed in a Word document. A list of questions will be provided to you to answer. You will attach the completed Word document into the Project Attachments section below.

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**Outcome Type**

**Program Objective**

A Program Objective is a statement focused on student achievement measures such as enrollment and retention rates, graduation rate, job placement rate, licensing, and certification. Program-level assessments MUST have at least one (1) Program Objective. Each objective MUST have at least one (1) measure.

2.1

**Outcome**

[Add Title of Program Objective]

A brief description of each Program Objective is recommended but not required. Disregard Supportive Initiatives section in the template in WEAVE.

**Action Plan**

This section is where the title/description of your Action Plan(s) for this particular objective should be entered, if needed. Action Plans are required if a target is not met. You will be able to enter program-level Action Plan(s) in a Word document and attach the file in the Project Attachments section below. Disregard "Budget Source" section below - you DO NOT have to complete that section.

Budget Source	Amount	Due	Status
DO NOT COMPLETE			

Action Item 1	Created	Due	Status
Action Item #1			

2.1.1

**Measures**

[Add Title of Measure]


This space should be used for a longer description of the measurement tool/instrument/indicator for additional context and clarity. For Program Objectives, it is recommended to be very specific when stating your intended measure, including the data source used to measure achievement. For example, if your program objective is to measure the retention of students in your program, do NOT just state "Retention Rate" here; instead, be very specific, "Retention rate of students who have declared [program name] as their major from Junior Year to Senior Year." The website of the Office of Institutional Research is a great resource for finding student achievement data - <https://www.usm.edu/institutional-research/>. Each Program Objective must be assessed by at least one (1) measure.

### 2.1.1.1 Targets

Short description of the target. Select a "status" from the dropdown menu on the right.

TARGET	Targets are the criteria for how success will be measured. In this field, establish the # or % that would indicate success in meeting the objective.
FINDINGS	Include data here. A quantitative finding MUST be entered for each measure. Include sample size. Semesters can be combined, but clearly state how data is presented. See "Guidelines" document for more information.
ANALYSIS OF FINDINGS	Provide an analysis that reflects on the data and identifies the implications for this particular objective. Identify recommendations for next steps. A more robust, program-level analysis will be completed in a Word document. A list of questions will be provided to you to answer. You will attach the completed Word document into the Project Attachments section below.

#### Project Attachments (1)

Attachments	File Size
 Analysis Questions (DRAFT).docx	28KB