**(Office/Program Title)**

**2019-2020 Yearly Program Assessment (YPA)**

1. **Administrative Office Leader:**
2. **Administrative Office Mission Statement:**
3. **Location(s) where Goals are Implemented:**

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# Form 1 - Listing of Student Learning, Co-curricular, & Program Goals

**STUDENT LEARNING GOALS**

**(What and/or how students generally learn and develop from interacting with the office, program, and program personnel)**

|  |  |
| --- | --- |
| **Column 1** | **Column 2** |
|  | Related MSU StrategicGoal # |
| **Student Learning Goal 1:**  |  |
| * Outcome 1 –
* Outcome 2 –
* Etc. -
 |  |
| **Student Learning Goal 2:** |  |
| * Outcome 1 –
* Outcome 2 –
* Etc. -
 |  |
| **Student Learning Goal 3** |  |
| * Outcome 1 –
* Outcome 2 –
* Etc. -
 |  |
| **Student Learning Goal 4:** |  |
| * Outcome 1 –
* Outcome 2 –
* Etc. -
 |  |
| **Student Learning Goal 5:** |  |
| * Outcome 1 –
* Outcome 2 –
* Etc. -
 |  |

**CO-CURRICULAR LEARNING GOALS**

**(What and/or how students specifically learn or develop through co-curricular activities, programs, and content)**

|  |  |
| --- | --- |
| **Column 1** | **Column 2** |
| ***Definition:*** [***Co-curricular learning is ungraded learning that happens outside the classroom and compliments the learning that happens inside the classroom.***](https://www.minotstateu.edu/academic/assessment/co-curricular-assessment.shtml) | Related MSU Strategic Goal # |
| **Co-curricular Learning Goal 1:**  |  |
| * Outcome 1 –
* Objective 1
* Outcome 2 –
* Objective 1
 |  |
| **Co-curricular Learning Goal 2:** |  |
| * Outcome 1 –
* Outcome 2 –
* Etc. -
 |  |
| **Co-curricular Learning Goal 3** |  |
| * Outcome 1 –
* Outcome 2 –
* Etc. -
 |  |
| **Co-curricular Learning Goal 4:** |  |
| * Outcome 1 –
* Outcome 2 –
* Etc. -
 |  |
| **Co-curricular Learning Goal 5:** |  |
| * Outcome 1 –
* Outcome 2 –
* Etc. -
 |  |

**OPERATIONAL GOALS**

**(What and/or how the office, program, and personnel intentionally plan to improve)**

|  |  |
| --- | --- |
| **Column 1** | **Column 2** |
| *These are goals and outcomes relevant to the program and how the program improves. Goals could focus on resources, location, promotion, retention, graduation, etc.*  | Related MSU Strategic Goal # |
| ***Example - Operational Goal 1: Increased retention of first-generation students from sophomore to junior year*** |  |
| * *Example Outcome 1 – Academic Advisors will use developmental advising to help students develop a graduation plan*
* Outcome 2 –
* Etc. -
 |  |
|  ***Example - Operational Goal 2: Faculty professional development is prioritized*** |  |
| * *Outcome 1 – One on campus professional development session attended per year*
* *Outcome 2 – One off campus professional development event is attended every two years*
* Etc. -
 |  |
| **Operational Goal 3** |  |
| * Outcome 1 –
* Outcome 2 –
* Etc. -
 |  |
| **Operational Goal 4:** |  |
| * Outcome 1 –
* Outcome 2 –
* Etc. -
 |  |
| **Operational Goal 5:** |  |
| * Outcome 1 –
* Outcome 2 –
* Etc. -
 |  |

# Form 2a - Assessment Cycle Informative Table – Plan (Goals/Outcomes, Methodology, Target)

**ALL STUDENT LEARNING GOALS**

|  |  |  |
| --- | --- | --- |
| **Goals/Outcomes/Objectives** | **Target**  | **Methods** |
| State the Student Learning Goals/Outcomes/Objectives  | Expected Benchmarks for Success | Describe the Assessment Methodology |
|  |  | * Activity
* Instrument
* Time Frame
* Personnel Involved
 |

**ALL STUDENT CO-CURRICULAR LEARNING GOALS**

|  |  |  |
| --- | --- | --- |
| **Goals/Outcomes** | **Target** | **Methods**  |
| Co-Curricular Goals (include the outcomes(s) underneath the respective goal as applicable | Expected Outcomes, **i.e.,** Benchmarks for Success | Describe the Assessment Methods  |
|  |  | * Activity
* Instrument
* Time Frame
* Personnel Involved
 |

**ALL OPERATIONAL GOALS**

|  |  |  |
| --- | --- | --- |
| **Goals/Outcomes/Objective** | **Target**  | **Methods** |
| State the Operational Goals/Outcomes/Objectives | Expected Benchmarks for Success | Describe the Assessment Methodology |
| NA | NA | * Activity
* Instrument
* Time Frame
* Personnel Involved
 |

# Form 2b - Table of Measures

Form 5 exists as a digest of data and materials used in the assessment process. In the space below please list the types of direct assessments and indirect assessments used in the assessment process. In the table below, simply list the name of the instrument, whether it was direct or indirect, who was the participant(s), and how the data is/will be used.

**Definitions:** Direct Measures are instruments such as projects, observations, performances, etc.

Indirect Measures are instruments such as surveys, focus groups, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Direct or Indirect Measure** | **Participants** | **How is/will data used?** |
|  |  |  |  |

# Form 2c - Assessment Cycle Informative Table – Project (Gather, Review, Interpret)

|  |  |
| --- | --- |
| **Student Learning Goal, Outcome, Objective** | **Gather, Review, & Interpret** Gather, share, and interpret findings & indicate whether target was met or not met.  |
| **Ex. 1.1.1** |  |
|  |  |

|  |  |
| --- | --- |
| **Co-Curricular Goal, Outcome, Objective** | **Gather, Review, & Interpret** Gather, share, and interpret findings & indicate whether target was met or not met.  |
| **Ex. 1.1.1** |  |
|  |  |

|  |  |
| --- | --- |
| **Operational Goal, Outcome, Objective** | **Gather, Review, & Interpret** Gather, share, and interpret findings & indicate whether target was met or not met.  |
| **Ex. 1.1.1** |  |
|  |  |

# Form 2d - Assessment Cycle Informative Table –Report (Recommendations, and Implementation)

|  |  |
| --- | --- |
| **Student Learning Goal, Outcome,****Objective** | **Recommendations and Implementation** Comment/Relay any improvements/changes that were the result of this cycle’s assessment |
| **Ex. 1.1.1** |  |
|  |  |

|  |  |
| --- | --- |
| **Co-Curricular Goal, Outcome,****Objective** | **Recommendations and Implementation** Comment/Relay any improvements/changes that were the result of this cycle’s assessment |
| **Ex. 1.1.1** |  |
|  |  |

|  |  |
| --- | --- |
| **Operational Goal, Outcome,****Objective** | **Recommendations and Implementation** Comment/Relay any improvements/changes that were the result of this cycle’s assessment |
| **Ex. 1.1.1** |  |
|  |  |

# Form 3 – Budget recommendations based on assessment results

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Recommendation** | **Type** | **Related Strategic Goal** | **Amount Requested** | **Timeline Prioritization** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Form 4 – Three-year Reflection Assessment Table

**ALL STUDENT LEARNING GOALS**

|  |  |  |
| --- | --- | --- |
| **Column 1** | **Column 2** | **Column 3** |
| Specific Recommendations Resulting from Assessment in 2017-2018 | Specific Changes Implemented in 2018-2019 and Detailed Outcomes of those Changes  | Recommendations for Further Improvements in 2019-2020 |
|  |  |  |

**ALL STUDENT CO-CURRICULAR LEARNING GOALS**

|  |  |  |
| --- | --- | --- |
| **Column 1** | **Column 2** | **Column 3** |
| Specific Recommendations Resulting from Assessment in 2017-2018 | Specific Changes Implemented in 2018-2019 and Detailed Outcomes of those Changes  | Recommendations for Further Improvements in 2019-2020 |
|  |  |  |

**ALL OPERATIONAL GOALS**

|  |  |  |
| --- | --- | --- |
| **Column 1** | **Column 2** | **Column 3** |
| Specific Recommendations Resulting from Assessment in 2017-2018 | Specific Changes Implemented in 2018-2019 and Detailed Outcomes of those Changes  | Recommendations for Further Improvements in 2019-2020 |
|  |  |  |

# Form 5 – Appendices

*This is a place to provide copies of an instrument, more in-depth data/results, anything the reporter does not want to “squash” into a column.*