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| **Title of Program/Administrative Unit:** **Mission of Program/Academic Unit:**  |
| **Year:** 2018-19**Person(s) who completed this form:**  |
| **Program Student Learning Outcomes** | **Assessment Procedures Implemented in (YEAR)** | **Assessment Results from (YEAR)** | **Summary of learning strengths, challenges and proposed actions** | **Program Needs Based on Assessment Results with Timelines and Connections to Strategic Plan** |
| Define the broad program student learning outcomes that are expected. | Describe the assessment methods used to collect data to measure student learning outcomes.Describe the methods of data analysis and who conducted them.Indicate the criteria and the level of performance that meets the criteria (i.e., targets). | Include actual data/results in comparison to previous year’s measuresSignify trends in data and compare to national norms, if accessibleIf you had targets, did students meet them? | Include the following in this column: Summary and discussion of key findingsConcerns or challenges Action plan for next year or future years based on data collected and how they will be achieved.Progress and reflection on the previous year’s action plans.  | Department/Division chairs review reports and return to faculty for edits, if needed. The department /division should then develop this section and include the following:List and explain program need with a direct link to assessment results.Connect each need to the Strategic Plan (Vision, Goals, and Objectives).Include an estimated cost of each need.Prioritize needs and include a timeline. For example:* Need ASAP
* Need in 1-3 years
* Need in 5 years

Finally, the chair should then develop a separate document that describes the needs of the entire department/division and its programs based on the results of all programs in the department/division. These needs and requests should be added to the budget workbooks.  |