

**(Office/Program Title)**  
**2019-2020 Yearly Program Assessment (YPA)**

1. **Academic Program Leader:**
2. **Academic Program Mission Statement:**
3. **Location(s) where Goals are Implemented: (e.g Minot, Bismarck, Online)**
4. **Resources:** [Assessment Terminology](#), [Assessment Basics](#)

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

## ALL STUDENT LEARNING GOALS AND OUTCOMES

Column 1	Column 2
	Related MSU Strategic Goal #
<b>Student Learning Goal 1:</b>	
<ul style="list-style-type: none"> <li>• Outcome 1 –</li> <li>• Outcome 2 –</li> <li>• Etc. -</li> </ul>	
<b>Student Learning Goal 2:</b>	
<ul style="list-style-type: none"> <li>• Outcome 1 –</li> <li>• Outcome 2 –</li> <li>• Etc. -</li> </ul>	
<b>Student Learning Goal 3</b>	
<ul style="list-style-type: none"> <li>• Outcome 1 –</li> <li>• Outcome 2 –</li> <li>• Etc. -</li> </ul>	
<b>Student Learning Goal 4:</b>	
<ul style="list-style-type: none"> <li>• Outcome 1 –</li> <li>• Outcome 2 –</li> <li>• Etc. -</li> </ul>	
<b>Student Learning Goal 5:</b>	
<ul style="list-style-type: none"> <li>• Outcome 1 –</li> <li>• Outcome 2 –</li> <li>• Etc. -</li> </ul>	

**ALL STUDENT CO-CURRICULAR LEARNING GOALS AND OUTCOMES**

<b>Column 1</b>	<b>Column 2</b>
<i><b>Definition:</b> <u>Co-curricular learning is ungraded learning that happens outside the classroom and compliments the learning that happens inside the classroom.</u></i>	Related MSU Strategic Goal #
<b>Co-curricular Learning Goal 1:</b>	
<ul style="list-style-type: none"> <li>• Outcome 1 –</li> <li>• Outcome 2 –</li> <li>• Etc. -</li> </ul>	
<b>Co-curricular Learning Goal 2:</b>	
<ul style="list-style-type: none"> <li>• Outcome 1 –</li> <li>• Outcome 2 –</li> <li>• Etc. -</li> </ul>	
<b>Co-curricular Learning Goal 3</b>	
<ul style="list-style-type: none"> <li>• Outcome 1 –</li> <li>• Outcome 2 –</li> <li>• Etc. -</li> </ul>	
<b>Co-curricular Learning Goal 4:</b>	
<ul style="list-style-type: none"> <li>• Outcome 1 –</li> <li>• Outcome 2 –</li> <li>• Etc. -</li> </ul>	
<b>Co-curricular Learning Goal 5:</b>	
<ul style="list-style-type: none"> <li>• Outcome 1 –</li> <li>• Outcome 2 –</li> <li>• Etc. -</li> </ul>	

**ALL OPERATIONAL GOALS AND OUTCOMES**

<b>Column 1</b>	<b>Column 2</b>
<i>These are goals and outcomes relevant to the program and how the program improves. Goals could focus on resources, location, promotion, retention, graduation, etc.</i>	Related MSU Strategic Goal #
<b><i>Example - Operational Goal 1: Increased retention of first-generation students from sophomore to junior year</i></b>	
<ul style="list-style-type: none"> <li>• <i>Example Outcome 1 – Academic Advisors will use developmental advising to help students develop a graduation plan</i></li> <li>• Outcome 2 –</li> <li>• Etc. -</li> </ul>	
<b><i>Example - Operational Goal 2: Faculty professional development is prioritized</i></b>	
<ul style="list-style-type: none"> <li>• <i>Outcome 1 – One on campus professional development session attended per year</i></li> <li>• <i>Outcome 2 – One off campus professional development event is attended every two years</i></li> <li>• Etc. -</li> </ul>	
<b>Operational Goal 3</b>	
<ul style="list-style-type: none"> <li>• Outcome 1 –</li> <li>• Outcome 2 –</li> <li>• Etc. -</li> </ul>	
<b>Operational Goal 4:</b>	
<ul style="list-style-type: none"> <li>• Outcome 1 –</li> <li>• Outcome 2 –</li> <li>• Etc. -</li> </ul>	
<b>Operational Goal 5:</b>	
<ul style="list-style-type: none"> <li>• Outcome 1 –</li> <li>• Outcome 2 –</li> <li>• Etc. -</li> </ul>	

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

### ALL STUDENT LEARNING GOALS AND OUTCOMES, METHODS, AND TARGETS

Goals/Outcomes	Methods	Target
Student Learning Goals (include the outcome(s) underneath the respective goal as applicable)	Describe the Assessment Methods	Expected Outcomes, <b>i.e.</b> , Benchmarks for Success
<b>Example:</b> <i>SLG 1: Improve presentation skills</i> <i>SLO 1: Utilize data visualizations to encourage comprehension</i>	<ul style="list-style-type: none"> <li>• <i>Activity – Student Presentations</i></li> <li>• <i>Instrument – Presentation Rubric</i></li> <li>• <i>Time Frame – Spring Semester Comm 102</i></li> <li>• <i>Personnel Involved – Faculty</i></li> </ul>	<i>80% of students will adequately incorporate data visualization within their presentation</i>

### ALL STUDENT CO-CURRICULAR LEARNING GOALS AND OUTCOMES, METHODS, AND TARGETS

Goals/Outcomes	Methods	Target
Co-Curricular Goals (include the outcomes(s) underneath the respective goal as applicable)	Describe the Assessment Methods	Expected Outcomes, <b>i.e.</b> , Benchmarks for Success
	<ul style="list-style-type: none"> <li>• Activity</li> <li>• Instrument</li> <li>• Time Frame</li> <li>• Personnel Involved</li> </ul>	

### ALL OPERATIONAL GOALS AND OUTCOMES, METHODS, AND TARGETS

Goals/Outcomes	Methods	Target
Operational Goals (include the outcomes(s) underneath the respective goal as applicable)	Describe the Assessment Methods (Items under this column should explain/describe/etc. the data that supports the need for the operational goal AND/OR the projected results of the operational goal when put into action)	Expected outcome targets, <b>i.e.</b> , Benchmarks for Success
<b>Example:</b> <i>OPG – Recruit students through individual and collaborative efforts</i> <ul style="list-style-type: none"> <li>○ <i>OPO – Facilitate recruitment trips to high lead areas</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Activity – Recruitment Trips</i></li> <li>• <i>Instrument – Leads &amp; Follow-up Survey</i></li> <li>• <i>Time Frame – Summer, Fall, &amp; Spring</i></li> <li>• <i>Personnel Involved – Faculty &amp; Staff</i></li> </ul>	<i>Increase program enrollment 5% year-over-year</i>

Form 2b - Assessment Cycle Informative Table – **Project** (Gather, Review, Discuss)

<b>Student learning Goals &amp; Outcomes</b>	<b>Gather, Review, &amp; Discuss</b> Gather, share, and interpret findings & indicate whether target was met or not met.

<b>Co-Curricular learning Goals &amp; Outcomes</b>	<b>Gather, Review, &amp; Discuss</b> Gather, share, and interpret findings & indicate whether target was met or not met.

<b>Operational Goals &amp; Outcomes</b>	<b>Gather, Review, &amp; Discuss</b> Gather, share, and interpret findings & indicate whether target was met or not met.

Form 2c - Assessment Cycle Informative Table –**Report** (Recommendations, and Implementation)

<b>Student Learning Goals &amp; Outcomes</b>	<p style="text-align: center;"><b>Recommendations and Implementation</b></p> <p style="text-align: center;">Comment on any improvements/changes that were the result of this cycle of assessment</p>

<b>Co-Curricular Learning Goals &amp; Outcomes</b>	<p style="text-align: center;"><b>Recommendations and Implementation</b></p> <p style="text-align: center;">Comment on any improvements/changes that were the result of this cycle of assessment</p>

<b>Operational Goals &amp; Outcomes</b>	<p style="text-align: center;"><b>Recommendations and Implementation</b></p> <p style="text-align: center;">Comment on any improvements/changes that were the result of this cycle of assessment</p>

Form 3 – Budget recommendations based on assessment results

Budget Recommendation	Type <i>(Position, Operating, One-time, Space)</i>	Related MSU Strategic Goal	Amount Requested	Timeline Prioritization <i>(Immediately, 1-2 years, 3-5 years)</i>

## Form 4 – Three-year Reflection Table

### ALL STUDENT LEARNING GOALS AND OUTCOMES

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
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 AND OUTCOMES

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
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/PROGRAM GOALS AND OUTCOMES

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
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 & 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 and indirect measures 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. Additionally, you can hyperlink to the instrument, provide a copy of the instrument as an appendix, or provided in the appendices any assessment significant document(s) that may help with future assessment planning and projects.

**Definitions:** Direct Measures are gleaned from instruments such as standardized exams, papers, projects, observations, performances, etc.  
Indirect Measures are gleaned from instruments such as surveys, focus groups, course grades, grad school acceptance rate, employment outcomes, etc.

<b>Name</b>	<b>Direct or Indirect Measure</b>	<b>Participants</b>	<b>How is/will data used?</b>
<i>Ex. Student Feedback Survey</i>	<i>Indirect</i>	<i>Students</i>	<i>Used to facilitate improvement of faculty/student interaction and engagement</i>