WVU Assessment Report Template for Academic Programs

This template is provided as a guide for consideration of elements to include in a program assessment report. Please feel free to modify it in any way and to any degree that will make it better suited to the needs of your program(s) as you design, implement, and/or review your assessment practices. Guidelines for using the template are provided in a separate document. Use the link at the end of the template to access a Qualtrics report form (entering the information in the Word template before completing the Qualtrics form is recommended).

*Note: If your program is accredited, you will want to use any template or guidelines provided by the accreditor instead of this template.*

|  |  |
| --- | --- |
| College/School |  |
| Department/Program |  |
| Position responsible for oversight/coordination of program assessment, and name of person currently in that position |  |
| Date updated/submitted |  |
| Academic year covered by report |  |

Department/Program Mission Statement [copy and paste mission statement]

Strategic Plan: [upload departmental/program strategic plan]

## PROGRAM LEARNING OUTCOMES

1. [program learning outcome]
2. [program learning outcome]
3. [program learning outcome]
4. [program learning outcome]
5. [program learning outcome]

PROGRAM GOALS

1. [program goal]
2. [program goal]
3. [program goal]

##

## LONG TERM ASSESSMENT CYCLE

|  |
| --- |
| Date of next five-year BOG program review: |

|  |  |
| --- | --- |
| ***Academic Year*** | ***Learning Outcome(s) to be Assessed*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Curriculum Map: [upload curriculum map here, as Excel, Word, or pdf file]

## CURRENT ASSESSMENT CYCLE

## PROGRAM LEARNING OUTCOMES, MEASURES, AND RESULTS:

(Add blocks as needed)

|  |  |
| --- | --- |
| Learning Outcome Assessed |  |
| Course or Co-curricular Activity/Learning Opportunity |  |
| Position/person responsible |  |
| Measure [upload](indicate direct/indirect) |  |
| Results [upload] |  |

|  |  |
| --- | --- |
| Learning Outcome Assessed |  |
| Course or Co-curricular Activity/Learning Opportunity |  |
| Position/person responsible |  |
| Measure [upload](indicate direct/indirect) |  |
| Results [upload] |  |

|  |  |
| --- | --- |
| Learning Outcome Assessed |  |
| Course or Co-curricular Activity/Learning Opportunity |  |
| Position/person responsible |  |
| Measure [upload](indicate direct/indirect) |  |
| Results [upload] |  |

## PROGRAM GOALS, MEASURES, AND RESULTS:

(Add blocks as necessary)

|  |  |
| --- | --- |
| Goal Assessed |  |
| Measure [upload](indicate direct/indirect) |  |
| Results [upload] |  |

|  |  |
| --- | --- |
| Goal Assessed |  |
| Measure [upload](indicate direct/indirect) |  |
| Results [upload] |  |

|  |  |
| --- | --- |
| Goal Assessed |  |
| Measure [upload](indicate direct/indirect) |  |
| Results [upload] |  |

ACTION PLAN:

|  |
| --- |
| Date of meeting to discuss results: |
| Meeting participants: |

|  |  |  |
| --- | --- | --- |
| Outcome or Goal | Brief summary of results and conclusions drawn from evidence | Completed/intended/suggested actions |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Additional or overall reflections and recommendations: |
| Response to feedback from Associate Dean, Peer Reviewer(s), and Assessment Director: |
| Additional suggested/intended actions: |

Assessment plans for next academic year (add blocks as needed):

|  |  |
| --- | --- |
| Learning Outcome Assessed |  |
| Course or Co-curricular Activity/Learning Opportunity |  |
| Position/person responsible |  |
| Measure [upload](indicate direct/indirect) |  |

|  |  |
| --- | --- |
| Learning Outcome Assessed |  |
| Course or Co-curricular Activity/Learning Opportunity |  |
| Position/person responsible |  |
| Measure [upload](indicate direct/indirect) |  |

|  |  |
| --- | --- |
| Learning Outcome Assessed |  |
| Course or Co-curricular Activity/Learning Opportunity |  |
| Position/person responsible |  |
| Measure [upload](indicate direct/indirect) |  |