<table>
<thead>
<tr>
<th><strong>POINTS</strong></th>
<th><strong>Learning Outcome Assessed</strong></th>
<th><strong>Data Collection &amp; Methodology</strong></th>
<th><strong>Analysis/Interpretation of Results</strong></th>
<th><strong>Recommendations and Plans for Action</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Outcome assessed is clearly identified</td>
<td>Outcome identified clearly tied to student learning expectations, Outcome formulated appropriately</td>
<td>Methods for gathering evidence of student learning clear &amp; appropriate; primarily uses direct assessment methods.</td>
<td>Results presented in a clear, easy to interpret, format</td>
</tr>
<tr>
<td>2</td>
<td>Outcome assessed identified; requires some reading or interpretation to find it</td>
<td>Evidence of a link between outcome &amp; project, but poorly defined</td>
<td>Methods for gathering evidence of student learning either unclear or inappropriate; direct assessment methods used, but not as primary method</td>
<td>Results presented, but takes some time to find &amp;/or interpret them.</td>
</tr>
<tr>
<td>1</td>
<td>Outcome assessed identified; requires considerable reading or interpretation to find it</td>
<td>Evidence of a link between outcome &amp; project, but not defined</td>
<td>Methods for gathering evidence of student learning unclear &amp; inappropriate; primary methods for collecting student learning data indirect</td>
<td>Results presented, but not clear or easy to interpret</td>
</tr>
<tr>
<td>0</td>
<td>Outcome assessed is not identified</td>
<td>No evidence of a link between learning outcome &amp; assessment project</td>
<td>Methods for gathering evidence of student learning not reported</td>
<td>Results are not presented</td>
</tr>
<tr>
<td><strong>Bonus (+1)</strong></td>
<td>Appropriately uses multiple methods to triangulate data</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Point Totals:**

**Overall Point Total:**
College
Annual Assessment Report
Department, Unit, or Program

Academic Year:
Date of Report Submission:
Name of Department/Unit/Program:
Name of Contact Person:
Names of Assessment Committee Members:

Please submit reports on this template and not in a separate document. Please type responses below prompts for each item in this word document. Attach all supporting materials as appendices.

Part I: Follow-Up on Last Year’s Assessment Report Recommendations
Based on the recommendations and planned actions from your last assessment report, please discuss actions and/or follow-up, as well as their results.

Part II: Report on This Year’s Assessment Project
While your annual assessment project may have assessed multiple learning outcomes, this report should focus on just one program learning outcome.

Abstract
Provide a short abstract (no more than 250 words) describing the assessment project, procedures and results.

Learning Outcome Assessed
Which one of your program learning outcomes did you assess?

Data Collection and Methodology
How did you collect evidence to determine whether or not this learning outcome is being achieved? Please explain:

- The way in which student work was collected or observed.
- The student groups studied.
- Please include any instruments in an appendix.
How was the evidence you collected analyzed? Please explain:
  • The methods you used to analyze and interpret the results.
  • The person or group who analyzed the data.
  • How “acceptable performance” was determined for this assessment project.
  • Please include any scoring guides or rubrics in an appendix.

Results

What are the results of this assessment project?

  • Please include any tables, charts, or graphs in an appendix.
  • Please complete the following table. Report each number as a single whole number (not a decimal, range of numbers, or percentage).

<table>
<thead>
<tr>
<th>Learning Outcome</th>
<th># Students Assessed</th>
<th># Students with Acceptable or Better Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Interpretation of Results

Based on your analysis of the data, what evidence did you find for whether or not your unit’s specific learning outcomes are being met?

Describe your program’s satisfaction with the results.

Recommendations and Plans for Action

Based on the results of your assessment project, what recommendations do you have to improve students’ achievement of this learning outcome in the future?

Based on your recommendations for improvement, please describe your plans for implementing your recommendations. Please explain:
  • Your expected timeline for each of these actions.
  • Any potential barriers you see to implementing these actions.
1. Department Name:

2. Name of Primary Assessment Project Facilitator(s):

DEVELOPING THE QUESTION

3. What is the proposed assessment question your department is attempting to answer this year? Are you considering collaborating with one or more departments in Student Affairs?

4. Please list the specific learning outcome statement(s) you plan to assess related to your assessment question.

5. To which Divisional Learning Outcome domain does the listed outcome(s) and assessment project most connect?

6. Please list the specific activity, program, or service in your department that is directly connected to this outcome and will serve as the focus of your assessment project.

7. What literature, theory, or previous research helps to inform this project or question? Please provide one or two citations.

8. In planning for the assessment project, what possible assumptions do you have about what you will learn as a result of project?

9. How do you anticipate this project will help your department better create intentional learning opportunities?

METHODOLOGY

10. The general audience for your project should be students. What specific population of your students will you assess? For example, first-year students who participated in the Winter Leadership Conference.

11. What is the total number of students in this population?

12. Of this total population, how many students do you plan to include in your sample for this assessment project?

13. What method(s) are you considering using to measure student learning (select no more than 2 by marking your selection in bold):
   • Focus Group
   • Survey
   • Reflection Papers
   • Observation
• Interviews
• Document Analysis
• Other _________________________
• I’m Not Sure and Request Assistance with Methodology Selection

14. Please describe why the methods you selected the most appropriate and best suited to answer your assessment question?

15. What type of assistance do you anticipate needing for this project (select all that apply by marking your selection(s) in bold)?
• Methodology Design Assistance
• General Assessment Skills Training
• Access to Divisional or Institutional Data
• Survey Development
• Data Analysis
• Qualitative Analysis
• Other_________________
• No Assistance Needed

16. Who are potential partners you might involve with this assessment project? (Other Student Affairs departments, Office of Institutional Planning and Research, Graduate Assistants, specific academic departments)

17. If collecting data directly from students please describe how you plan to obtain informed consent from the students participating in your assessment project?

18. Do you plan to present or publish this assessment project for external audiences (i.e. professional association conference or journals)? If yes, please list the potential audience.

19. Do you plan to seek IRB approval for this project? Please visit the Institutional Review Board website at http://research.depaul.edu/IRB/IRB_Home.html and click on “levels of review”, then “non-reviewable activities” to learn more. If you answered yes to Question 18, you should consider seeking IRB approval. If you intend to seek IRB approval, please contact Mark Manderino, to assist with your application or to answer questions.

**SHARING RESULTS AND TIMELINE**

20. Who are the stakeholders who should see the results of this assessment project?

21. How do you plan to share the results with the participants involved in your assessment?

22. Indicate which month you plan to begin data collection.

23. Indicate which month you plan to complete your project.

24. Please provide a detailed timeline in order to meet your project deadline:

   (Sample Project Schedule for Winter Data collection)
Nov 1: Confirm outcomes to be assessed and begin developing appropriate assessment methods
Nov. 15: Review relevant research and conduct literature review related to your project
Dec. 1: Finalize methods, confirm assessment start date with Assessment Coordinator, and begin to create assessment tool
Dec. 15: Confirm audience and begin testing assessment tool
Jan. 15: Begin assessing students
Jan. 23: If survey, send 1st reminder to students
Jan 30: If survey, send final reminder to students
Feb. 7: End data collection
Feb. 15: Begin data analysis
Mar. 1: Begin writing assessment report
Apr. 15: Submit Report
May 1: Share findings with stakeholders
July 8, 2013: Annual Report and Assessment Reports are due

25. Additional Comments/Questions regarding your project: