Instructions for Completion of Assessment Record Book Forms for Instructional Programs

Instructions for Title Page (Form A)

- In the blank provided at the top of the page, <u>indicate the name of the academic department submitting the report.</u> There should be one Assessment Record Book for each academic department on campus that offers a major.

- In the blank provided, <u>indicate the "Assessment Period Covered" by the report that follows.</u> This should be indicated in months and years. For example: July 2000 – June 2001.

- In the space provided, <u>enter the date the assessment report was forwarded to the committee or individual responsible for assessment at the institution.</u> This will assist in identification of each iteration and potential refinements of the assessment report covering the same time period.

- On the space provided under "Title of Instructional Degree Programs", <u>list this departments degree programs scheduled for reporting</u>.

- In the space provided, <u>list the "Degree Level"</u> of each of the programs listed on the left. For example, if the institution offers a bachelors and a master's degree in English both degree levels would be listed.

- In the blank provided, <u>enter the name of the individual who was responsible for the report</u>. In some cases an individual staff member in the department has been identified to represent the department in assessment matters and that person would sign the form, otherwise the Department Chair would sign the form.

Instructions for Linkage Page (Form B)

- The four blanks at the top of the page should have the <u>identical information as provided on the Title Page (Form A).</u> Each "Instructional Degree Program" will have a Form B and one Form C for each "Intended Educational (Student) Outcome" listed on the Form B.

- In the box identified as "Institutional Mission Reference," <u>enter all or a portion of the institutional mission that is supported by the instructional degree program.</u> For some institutions this may not be available.

- In the box containing "College/University Goal(s) Supported," identify which of the institution's goals this instructional program directly supports.

- In each of the blocks listed under "Intended Educational (Student) Outcomes," <u>enter one of the intended educational (student) outcomes for the instructional degree program listed above.</u> It is recommended that there be at least three of these intended educational (student) outcomes and definitely no more than five.

Instructions for Intended Educational (Student) Outcome Report Pages (Form C)

- You will have one Intended Educational (Student) Outcomes Report Page (Form C) for each Intended Educational (Student) Outcome stated on Form B. Thus, if there are three "Intended Educational (Student) Outcomes" listed on the Form B, there will be three Form Cs.

- The three blanks on the top of each Form C will be <u>completed identically to those on Form B.</u>

- On your first Intended Educational (Student) Outcome Sheet (Form C), in the box underneath "Intended Educational (Student) Outcome" <u>transfer the first outcome from Form B</u>. On the second Form C transfer the second Intended Educational (Student) Outcome from Form B into the box at the top of Form C, and continue this process for all outcomes.

- Complete the boxes under the "First Means of Assessment for Outcome Identified Above" sub-section according to the directions listed below:

  1. Means of Program Assessment & Criteria for Success: <u>Describe the source of your assessment information</u>. (For example: practicum supervisor's report, senior project, graduating student survey, or Major Field test). Based on the selected means of assessment, provide a criterion for success which answers the question: "If our instructional program is functioning the way we think it 'ought' to function, what will be our score on this means of assessment?"
  2. Summary of Assessment Data Collected: Enter <u>a brief summary of the data you collected from your assessment activities.</u> There should be enough data here to convince the reader that assessment has been done. Data should be in exact figures, not rounded. Make sure the data collected relates back to the intended educational (student) outcome described in the first box.
  3. Use of Results to Improve Instructional Program: <u>Describe how the faculty of that degree program used information obtained from the assessment activities</u> described in the "Means of Program Assessment and Criteria for Success" block to improve the learning on the part of their students. Often, this will lead to some sort of curricular change. This improvement needs to relate back to the Intended Educational (Student) Outcome stated in the box at the top of the page. If the instruction degree program fails to meet its criteria for success then this section is used to describe what actions the faculty of the degree program have taken to insure that the intended outcome is met.

- Complete the boxes under "Second Means of Assessment for Outcomes Identified Above:" as you completed the "First Means of Assessment for Objective Identified Above."