

Feedback Requested

Revised by faculty including previous CAPR chairs, the purpose of the draft is to simplify the annual reporting process, include brief tutorials, follow university and accreditation requirements, align with CSUEB's mission, and address current trends in higher education impacting program review.

Your [feedback](#) is welcome on this draft of a revised Annual Program Review Report Template during fall, 2025. The goal is to submit a revised form for Senate approval in Spring 2026 for a Fall 2026 elective pilot.

Helpful links

[Program Review Calendar](#)

[Academic Program Review Procedures \(APRP\)](#)

[Glossary of Assessment Terms](#)

[Assessment Approaches](#)

[Closing the Loop Examples for Annual Reports](#)

Reporting for Previous Academic Year	
Date of Next 5-Year Review	
College	
Degree Program Name(s)	
Department Name	
Department Chair	
Author of Review	
Date Submitted	

Purpose

The purpose of the annual report is to document program assessment of the student learning outcome(s) from the program's five-year assessment plan and to describe how the program plans to make improvements to student learning based on the assessment results, analysis, and closing the loop, including the specific next steps planned to improve student learning.

Both [CSUEB's mission, values, and priorities](#) for diversity, equity, and inclusion (DEI), and the student section of the DEI rubric (found [here](#), pages 45-46) should be integrated into the description of the assessment approach, analysis of the results, and closing the loop next steps to improve student learning.

Instructions

Steps 1-6 should be a collaborative activity with program faculty. The chair should submit the report to the College Dean or Associate Dean and the Senate by October 1. The report narrative should be 5-6 pages maximum - not including the appendix.

SECTION 1: IDENTIFY PLO(S)

Using the program's five-year assessment plan, identify the Program Learning Outcome(s) used for this assessment. Select your college's assessment site which contains your program's five-year assessment plan ([CLASS](#), [CBE](#), [COH](#), [CSCI](#)).

SECTION 2: DESCRIBE ASSESSMENT APPROACH

Briefly describe the [direct assessment](#) approach(es) used to measure student learning for this outcome including the course(s) assessed. Explain any [indirect assessment](#) approach that was used to complement the direct assessment approach.

SECTION 3: SUMMARIZE RESULTS AND ANALYSIS

Summarize the results of the assessment including program faculty's analysis of skills students have achieved with this outcome and how it can be applied to their professional field. If your program assesses GE, breadth, or [Institutional Learning Outcomes](#), include those assessment results as part of your analysis, as appropriate.

SECTION 4: CLOSE THE LOOP: IDENTIFY NEXT STEPS TO IMPROVE STUDENT LEARNING

Here are examples of [closing the loop](#) activities following analysis of assessment results - actions to improve student learning.

SECTION 4A) PREVIOUS CLOSE THE LOOP

Describe how the previous cycle of assessment results for this outcome were used to improve student learning.

SECTION 4B) CLOSE THE LOOP

Describe how your program faculty plan to close the loop by using the assessment results for this outcome to improve student learning.

SECTION 5: PROGRAM DATA

This section is for data and information CAPR or the institution have requested for the program's annual report including, but not limited to:

- *Budget details relevant to the program*
- *Enrollment trends or projections*
- *Cost of instruction*
- *Significant program changes*

SECTION 6: ADDITIONAL INFORMATION

This section is for any additional data and information CAPR or the institution has requested for the annual report.

SECTION 7: RESOURCE REQUESTS

Describe requests for additional resources including tenure-track hires. Include justification and supporting university data. Otherwise, indicate no resources are being requested.

SECTION 8: SUMMARIZE 1-6

Summarize this report in 1-2 paragraphs for the Five-Year Report.

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APPENDIX

Include the link to the program's current 5 year assessment plan ([CLASS](#), [CBE](#), COH, [CSCI](#)) along with any additional relevant reports and data that support your annual report.