

UNDERGRADUATE PROGRAM ASSESSMENT OF STUDENT LEARNING OUTCOMES  
INVENTORY OF EDUCATIONAL EFFECTIVENESS INDICATORS

NON-ACCREDITED PROGRAM: FULL CYCLE REPORT  
SUBMISSION CHECKLIST

|                                                                                  |                                                                                                             |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Program and degree(s) offered by departments:                                    | College:                                                                                                    |
| Department Chair:                                                                | Form completed by:                                                                                          |
| URL: Provide the URL to student learning outcomes published on program's website | Insert URL Link: <span style="color: red;">If not available, please explain:</span>                         |
| Academic Program Review (APR)                                                    | Date of most recent academic program review: _____<br>Date of next scheduled academic program review: _____ |

| CURRICULUM MAP                                                                                                                                                                                                                                                     |                                                          |                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------|
| <input type="checkbox"/> Is the most recent curriculum map included?                                                                                                                                                                                               | <input type="checkbox"/> Yes <input type="checkbox"/> No | If no, please explain: |
| <input type="checkbox"/> <b>Check-up:</b> Do all outcome(s) link to three or more courses or curricular requirements in the map?<br><i>Outcomes linked to multiple courses provide opportunity to develop breadth of knowledge and skills.</i>                     | <input type="checkbox"/> Yes <input type="checkbox"/> No | Notes:                 |
| <input type="checkbox"/> <b>Check-up:</b> Do all outcomes have an impact across the curriculum at three levels of learning: Introduced, Reinforced, Emphasized?<br><i>Different levels of impact provide opportunity to develop depth of knowledge and skills.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | Notes:                 |

| REPORT SECTIONS: - New outcomes assessment reported this round<br>- Follow-up on prior assessment, closing the loop on recommendations for change from the last round                                                                                                                                                                                                                                                             | # of Outcomes Examined |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <input type="checkbox"/> <b>New Assessment of Program Learning Outcome(s) (formerly section I) required each cycle:</b> Program examines a new outcome(s) since the past round of reporting. Expectation is at least ONE new learning outcome is examined in a new way (e.g., different courses/student work, etc.)<br><b>TIP:</b> Check prior report(s) to see which outcomes have already been examined.                        |                        |
| <input type="checkbox"/> <b>Closing the Loop (formerly section II), required if the program made recommendations for change and improvement in the prior reporting cycle (check last column):</b><br>This section should document "closing the loop" and reassessment of changes implemented, measuring the impact of change.<br>Did the program follow through, implement recommendations for change and provide data on results |                        |
| <input type="checkbox"/> If yes, provide results within report template <input type="checkbox"/> If no, please provide an update on actions taken within the report template                                                                                                                                                                                                                                                      |                        |

| SUPPORTING MATERIALS                                                                                                                                                                                                                                                                                                                                           | List of Supporting Materials<br>(Please attach materials with your emailed report submission; hyperlinks will not work) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Appropriate supporting materials included*</b><br>In addition to the report template and the curriculum map, list any supporting or supplemental materials that provide insight into the assessment project (e.g., presentation of results (e.g., charts/graphs), rubrics, surveys, exam questions, assignment instructions, etc.) |                                                                                                                         |

\*Actual student work should not be submitted

(Optional) Include additional information or context that will support the review of this report:

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**NEW ASSESSMENT**

Assessment of programmatic student learning outcome(s) - Understanding Student Learning

Please read the instructions *carefully*; if helpful to copy/paste bullet points into the rows below to ensure completeness.

|                                 |                 |
|---------------------------------|-----------------|
| Program and degree(s) assessed: | Reporting Year: |
|---------------------------------|-----------------|

| Outcome(s) Examined                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Data/Evidence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Evaluation Process                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Results & Reflection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Recommendations & Action Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <p>Which program <u>student learning outcome(s)</u> was assessed during <i>this</i> reporting period? Generally, programs review 1-3 outcomes per reporting period. Quality is preferred over quantity.</p> <p><u>Provide:</u></p> <ol style="list-style-type: none"> <li>The entire student learning outcome(s)</li> <li>The student learning/research question being asked with regard to each outcome (i.e., why the program is studying this outcome, or a certain aspect of this outcome).</li> </ol> <p>Examples of learning outcomes and learning/research questions, go <a href="#">here</a>.</p> | <p>For each outcome, indicate what data/evidence* (other than grades) were used to determine the impact of the change? <b>Note:</b> direct evidence is required; indirect evidence is optional (see <a href="#">types of evidence</a> for examples).</p> <p><u>Provide:</u></p> <ol style="list-style-type: none"> <li>Type of artifact/evidence of student learning*</li> <li>Student sample: <ol style="list-style-type: none"> <li>Include # of students sampled (use a relevant sample size);</li> <li>Indicate how the sample size represents the population of interest (the population to whom the results will be generalized)</li> </ol> </li> <li>Course &amp; time sample: <ol style="list-style-type: none"> <li>Where in the curriculum the outcome was assessed - which course(s), section(s) or program requirement;</li> <li>Which semester(s)/year</li> </ol> </li> </ol> | <p>What method(s) or process(es) were used to <u>evaluate</u> student work?</p> <p><u>Provide:</u></p> <ol style="list-style-type: none"> <li>Evaluate tool; level of achievement <ol style="list-style-type: none"> <li>Evaluation tool or instrument used to assess student work (attach)**</li> <li>Expected level of student achievement of the outcome: targeting the benchmark</li> </ol> </li> <li>Who applied the evaluation tool and how was the assessment process conducted***</li> <li>Who interpreted the results of the evaluation process****</li> </ol> | <p>What were the <u>results</u> of the analysis of the assessment data?</p> <p><u>Provide:</u></p> <ol style="list-style-type: none"> <li>Analysis of quantitative and/or qualitative results to identify patterns of overall student learning weakness or strength <ol style="list-style-type: none"> <li>Quantitative results, include a comparison of expected level of student achievement to actual level of student achievement</li> <li>Qualitative results if/when appropriate</li> </ol> </li> <li>Reflection &amp; conclusion(s) <ol style="list-style-type: none"> <li>Consider what the results mean; develop conclusion about next steps based on results (include all results whether favorable or unfavorable)</li> <li>Note how and when the results will be shared with the program stake holders</li> </ol> </li> </ol> | <p>Are there <u>program recommendations</u> for change based on the results?</p> <p><i>If yes:</i></p> <p><u>Provide:</u></p> <ol style="list-style-type: none"> <li>Address whether the results will be/have been used in decision-making and planning</li> </ol> <p><u>Timeline:</u></p> <ol style="list-style-type: none"> <li>A specific and reasonable timeframe for implementing the change and for re-assessing the impact of the change should be provided. <ol style="list-style-type: none"> <li>Program's recommendation(s) for change(s) planned</li> <li>Timeline for program to implement the change(s)</li> <li>Timeline for program to assess the impact of the change(s)</li> </ol> </li> </ol> <p><i>If no, program expectations met (noted in Results &amp; Reflection):</i></p> <p><u>Indicate:</u> N/A</p> |
| <p>Outcome 1:</p> <p>1. Entire outcome:</p> <p>2. Learning/research question:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>1.</p> <p>2a.</p> <p>2b.</p> <p>3a.</p> <p>3b.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>1a.</p> <p>1b.</p> <p>2.</p> <p>3.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>1.</p> <p>2a.</p> <p>2b.</p> <p>3a.</p> <p>3b.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>1.</p> <p>2a.</p> <p>2b.</p> <p>2c.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

\*Example: embedded questions in assignment or exams, presentations, thesis proposals, comprehensive exams, performances, capstone course, portfolio review, research paper, etc.

\*\*Example: rubric, juried form, external evaluation

\*\*\*Example: # of participating faculty, assessment committee, major professor, research/practicum supervisor (*best practice is multiple participants*)

\*\*\*\*Example: # of participating faculty, assessment committee, chair, program director (*best practice is multiple participants*)

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|                                                                    |                                |                        |                                |                         |
|--------------------------------------------------------------------|--------------------------------|------------------------|--------------------------------|-------------------------|
| Outcome 2:<br>1. Entire outcome:<br>2. Learning/research question: | 1.<br>2a.<br>2b.<br>3a.<br>3b. | 1a.<br>1b.<br>2.<br>3. | 1.<br>2a.<br>2b.<br>3a.<br>3b. | 1.<br>2a.<br>2b.<br>2c. |
| Outcome 3:<br>1. Entire outcome:<br>2. Learning/research question: | 1.<br>2a.<br>2b.<br>3a.<br>3b. | 1a.<br>1b.<br>2.<br>3. | 1.<br>2a.<br>2b.<br>3a.<br>3b. | 1.<br>2a.<br>2b.<br>2c. |
|                                                                    |                                |                        |                                |                         |
|                                                                    |                                |                        |                                |                         |
|                                                                    |                                |                        |                                |                         |
|                                                                    |                                |                        |                                |                         |

(Extra rows included above - not necessary to fill out all rows; **completion of all columns for each outcome examined is expected.**)

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**CLOSING THE LOOP**

This section of the report is used to capture the results of implementing change(s) recommended in prior reports, and assessing the impact. Recommendations for change are found in the last column of prior reports (e.g., reference your most recent report to complete this section).

|                                 |  |  |                 |  |  |
|---------------------------------|--|--|-----------------|--|--|
| Program and degree(s) assessed: |  |  | Reporting Year: |  |  |
|---------------------------------|--|--|-----------------|--|--|

  

| Outcome(s) from previous report                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Follow-up on Program's Prior Recommendations                                                                                                                                                                                                                                                                                       | Data/Evidence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Evaluation Process                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Results & Reflection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Recommendations & Action Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <p>Based on program's <u>previous</u> assessment report findings and recommendations:</p> <p><u>Provide:</u></p> <ol style="list-style-type: none"> <li>1. Indicate each student learning outcome(s) that was identified for re-evaluation in Section I of the prior report (listed in the final column of the prior report)</li> <li>2. Provide the student learning/research question that was explored for each outcome (listed in the first column of the prior report)</li> </ol> | <p>For each outcome identified:</p> <p><u>Provide:</u></p> <ol style="list-style-type: none"> <li>1. Description of the <u>program's recommended change(s)</u> in a prior report, and</li> <li>2. Whether the change was implemented or not (if so, include date);</li> <li>3. Provide an explanation for actions taken</li> </ol> | <p>For each outcome, indicate how the impact of change(s) was measured using <u>data/evidence*</u> (other than grades). <u>Note:</u> direct evidence is required; indirect evidence is optional (see <u>types of evidence</u> for examples).</p> <p><u>Provide:</u></p> <ol style="list-style-type: none"> <li>1. Type of artifact/evidence of student learning*</li> <li>2. Student sample: <ol style="list-style-type: none"> <li>a. Include # of students sampled</li> <li>b. Indicate how the sample size represents the population of interest (the population to whom the results will be generalized)</li> </ol> </li> <li>3. Course &amp; time sample: <ol style="list-style-type: none"> <li>a. Where in the curriculum the outcome was assessed - which course(s), section(s) or program requirement;</li> <li>b. Which semester(s)/year</li> </ol> </li> </ol> | <p>What method(s) or process(es) were used to <u>evaluate</u> student work?</p> <p><u>Provide:</u></p> <ol style="list-style-type: none"> <li>1. Evaluate tool; level of achievement <ol style="list-style-type: none"> <li>a. Evaluation tool or instrument used to assess student work (attach)**</li> <li>b. Expected level of student achievement of the outcome</li> </ol> </li> <li>2. Who applied the evaluation tool and how was the assessment process conducted***</li> <li>3. Who interpreted the results of the evaluation process****</li> </ol> | <p>What were the <u>results</u> of the analysis of the assessment data?</p> <p><u>Provide:</u></p> <ol style="list-style-type: none"> <li>1. Analysis of the results including the identification of patterns of weakness or strength <ol style="list-style-type: none"> <li>a. Quantitative results, include a comparison of expected level of student achievement to actual level of student achievement</li> <li>b. Qualitative results if/when appropriate</li> </ol> </li> <li>2. Reflection &amp; conclusion(s) <ol style="list-style-type: none"> <li>a. Consider what the results mean; develop conclusion about next steps based on results (include all results whether favorable or unfavorable)</li> <li>b. Note how and when the results will be shared with the program stake holders</li> </ol> </li> </ol> | <p>Overall, were the changes effective?</p> <p><u>If yes:</u></p> <p><u>Provide:</u></p> <ol style="list-style-type: none"> <li>1. Address whether the results will be/have been used in decision-making and planning</li> <li>2. A specific and reasonable timeframe for implementing the change and for re-assessing the impact of the change (if applicable)</li> </ol> <p><u>If no:</u></p> <p><u>Provide:</u></p> <ol style="list-style-type: none"> <li>1. Program's recommendations for future plans to improve student learning results</li> <li>2. Date/timeline for action and re-assessment</li> </ol> |
| <p>Outcome 1:</p> <ol style="list-style-type: none"> <li>1. Provide entire outcome:</li> <li>2. Learning/research question:</li> </ol>                                                                                                                                                                                                                                                                                                                                                 | <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>                                                                                                                                                                                                                                                       | <ol style="list-style-type: none"> <li>1.</li> <li>2a.</li> <li>2b.</li> <li>3a.</li> <li>3b.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ol style="list-style-type: none"> <li>1a.</li> <li>1b.</li> <li>2.</li> <li>3.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ol style="list-style-type: none"> <li>1.</li> <li>2a.</li> <li>2b.</li> <li>3a.</li> <li>3b.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| Outcome 3:<br>1. Entire outcome:<br>2. Learning/research question: |  | 1.<br>2a.<br>2b.<br>3a.<br>3b. | 1a.<br>1b.<br>2.<br>3. | 1.<br>2a.<br>2b.<br>3a.<br>3b. | 1.<br>2a.<br>2b.<br>2c. |
|                                                                    |  |                                |                        |                                |                         |
|                                                                    |  |                                |                        |                                |                         |
|                                                                    |  |                                |                        |                                |                         |
|                                                                    |  |                                |                        |                                |                         |

Extra rows may be added or deleted as needed; complete all columns for each outcome noted in column 1.

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