

## ACADEMIC PROGRAM REVIEW YEAR X (2-5) REPORTING PREPARATION TEMPLATE

Please respond to the following prompts for any programmatic Student Learning Outcomes (SLOs) assess this review period (**AY2025-2026**). Please be sure to report on just one SLO at a time. The prompts repeat for reporting on additional SLOs when you indicate you have more to report.

**PLEASE NOTE:** The assessment plan (typically completed in year 1 of the 5-year process) should provide a guide for assessment reporting.

Program Name: \_\_\_\_\_

### **NEW** – Closing the Loop Form <Upload>

#### **\*Prompt on Year 2 Reporting Form:**

**Closing the Loop from Year 1:** Please complete and upload the "Closing the Loop" Reporting Form if changes have been made to your program's assessment plan based on any issues identified since the plan was submitted to the UAC (e.g. update to program-level SLO(s), needed to update assessment strategy, notable updates to rubric referenced, etc.).

If you need to check which version of your program's assessment plan was last submitted to the UAC, you can go to the [Archive of Reviews for Academic Programs](#), navigate to the folder for your department, then program, then Year 1 submissions to locate it.

**If updates have been made to your copy of the program's assessment plan based on these changes, please upload that most recent assessment plan here also, so it can be shared with the UAC.**

#### **\*Prompt on Years 3 – 5 Reporting Forms:**

**Closing the Loop from Year X:** Please complete and upload the "Closing the Loop" Reporting Form if there has been follow-up to make improvements based on any issues identified in last year's assessment report.

Examples might include adjustments made to curriculum, pedagogy, rubrics, assignments, or assessment processes undertaken as a result of concerns with student performance or the utility of prior assessment strategies.

**If changes were made to the program's assessment strategies for one or more of the program-level SLOs, please update the assessment plan (submitted in Year 1) and upload it here also. This will ensure that the UAC has the most recent/relevant copy of your assessment plan.**

If you need to reference what was submitted to the UAC last year (Year X), the UAC feedback's, or your program's assessment plan on file with the UAC, you can go to the [Archive of Reviews for Academic Programs](#), and navigate to the folder for your department and program.

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For each of the prompts below, be prepared to indicate whether what was assessed and how it was assessed follows from the assessment plan submitted to the UAC. Where it differs from that plan, be prepared to indicate where that is the case and why. We are trying to ensure that assessment plans are followed where possible, and that there are clear reasons documented for any changes to assessment strategies.

1. **First Reported Program-Level SLO for Year X Reporting:** \_\_\_\_\_
  - a. If not an SLO identified in the assessment plan (completed in year 1) for year X reporting, please use the space below to address the reasoning for difference:  
\_\_\_\_\_
  
2. **From which course(s) or experience(s) was the assessment data drawn?** \_\_\_\_\_
  - a. IF RELEVANT - Please use the space below to address the reasoning for deviations from the year X course(s) to be referenced for year X assessment/reporting as outlined in the program's assessment plan (completed in year 1):  
\_\_\_\_\_
  
3. **What was the performance target/benchmark used for determining adequate student performance on this program-level SLO?** (e.g. 85% met expectations) \_\_\_\_\_
  - a. IF RELEVANT - Please use the space below to address the reasoning for deviations from the year X SLO benchmarks to be used for assessing/interpreting reported as outlined in the program's assessment plan (completed in year 1):  
\_\_\_\_\_
  
4. **Please briefly describe how the benchmark referenced was determined. What does it represent?**  
\_\_\_\_\_
  
5. **Which measurement strategies/tool or tools (key/designated assignment, test, capstone project, etc.) were used to collect the assessment data (artifacts)?** \_\_\_\_\_
  - a. IF RELEVANT - Please use the space below to address the reasoning for deviations from the year X measurement strategies/tools outlined in the program's assessment plan (completed in year 1):  
\_\_\_\_\_
  
6. **Which sampling/data collection method/strategy was used?** <select any or all that apply>
  - a. Portfolio assessment (ideal for very small majors, collecting evidence for a limited number of students over time)
  - b. Pre-test/post-test of same students at two different points in time (longitudinal)
  - c. Sampled full class (may be ideal if small group (10 or <) and/or all in the major program)
  - d. Selected major(s) from larger, key class (>20 total enrollment)
  - e. Subset of majors within a large class (>20 total enrollment)

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- f. Subset of majors within a small class (<10 total enrollment)
- g. Other sampling strategy(ies) \_\_\_\_\_

IF RELEVANT - Please use the space below to address the reasoning for deviations from the year **X** data collection/sampling strategy(ies) outlined in the program's assessment plan (completed in year 1):

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### 7. What method(s) was used for analyzing/making meaning from the resulting assessment data?

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- a. IF RELEVANT - Please use the space below to address the reasoning for deviations from the year **X** analysis methods outlined in the program's assessment plan (completed in year 1):  

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- b. If a **rubric** was used, please submit it with your completed review <will be asked to upload it/them>

### 8. You will be asked to upload an **Assessment Results template** to summarize the following information for the SLO:

Number of Artifacts Reviewed	Number that <u>met</u> expectations	Number that <u>did not</u> meet expectations

Please note that customizations can be made to the assessment results template. This may be particularly beneficial when a single upload is meant to summarize multiple assessments for the same SLO. Regardless of any customizations made to the template, what is uploaded must still contain these three fields. What is reported in the assessment results template should include information corresponding to the next item (how students performed overall on assessment(s) of this SLO).

### 9. How did students perform **OVERALL** on this assessment? *(Please frame consistently w/ benchmark - e.g. If benchmark is 70% of majors will meet expectations, then for actual performance 74% met expectations)*

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- a. Will be prompted to complete and upload an [assessment results template](#) to provide a little more context for the assessment(s) *(e.g. # of artifacts reviewed, # that met benchmark expectations, # that did not meet benchmark expectations)*

### 10. Please Interpret student performance on this assessment using the following options:

- a. Student performance met the benchmark/expectation (fully met)
- b. Student performance did not meet the benchmark/expectation (not met)

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- c. Mixed (one or more met, one or more not met)
- d. Uncertain

11. Please provide any additional information (if needed) for putting this interpretation of student performance in appropriate context:

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12. Please use the space below to reflect on this assessment of student learning for this program-level SLO.

- a. Do program faculty have concerns about these results? (Yes/Not Sure/No)
  - b. If yes (above), please use the space below to explain:
- 

- c. (If “yes” to 12a) have any solutions been discussed/considered? (Yes/No)
  - d. If “yes” to 12c (above), please share proposed solutions in the space below:
- 

*\*\*Please complete a section like this (for one SLO at a time) for each Programmatic SLO assessed this review period.\*\**

*You will be prompted to move on to report on the next SLO assessed in for that year following the last item above.*

### IMPORTANT LINKS:

1. [REPORTING FORMS](#) (please make sure you click on the right one): [Year 2](#) [Year 3](#) [Year 4](#)
2. [CLOSING THE LOOP FORM](#) (uploaded at the start of the reporting form to “close the loop”/share how any identified issues from last year’s assessment reporting have been addressed)
3. [ASSESSMENT RESULTS TEMPLATE](#) (uploaded each time results are reported for an SLO; - see step 8, above)