# Annual Program Assessment Report

Assessment reports are to be submitted annually by program/s. The report deadline is September 15th .

The use of this template is optional, however, any assessment report submitted must contain the required information provided in template.

Academic Year:

Department:

**Program(s) Assessed:**   
**Indicate all majors, minors, certificates and/or options that are included in this assessment:**

|  |  |
| --- | --- |
| **Majors/Minors/Certificate** | **Options** |
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## Annual Assessment Process

1. Data are collected as defined by Assessment Plan

1. Population or unbiased samples of collected assignments are scored by at least two faculty members using scoring rubrics to ensure inter-rater reliability.
2. Areas where the acceptable performance threshold has not been met are highlighted.
3. The scores are presented at a program/unit faculty meeting for assessment.
4. The faculty reviews the assessment results, and responds accordingly.
   1. If an acceptable performance threshold **has not been met**, possible responses:
      * Gather additional data to verify or refute the result.
      * Identify potential curriculum changes to try to address the problem
      * Change the acceptable performance threshold, reassess
      * Choose a different assignment to assess the outcome
   2. If acceptable performance threshold **has been met**, possible responses:
      * Faculty may reconsider thresholds
      * Evaluate the rubric to assure outcomes meet student skill level (example – classes with differing learning outcomes based on student level)
      * Use Bloom’s Taxonomy to consider stronger learning outcomes
      * Choose a different assignment to assess the outcome
5. **Demonstrate the impact of the assessment response in next assessment cycle.**
6. Submit Assessment reports annually to report assessment activities and results by program. The report deadline is September 15th.

**1. What Was Done**

a) What learning outcomes were reviewed? (Please include the description of the learning outcomes from assessment plan)

b) Include planning table – inform if there are changes to the assessment plan.

## 2. What Data Were Collected a) What was collected to assess learning outcomes listed above? (If multiple programs/minors are included, please indicate if different criteria was used). b) How were data collected?

NOTE: Student names must not be included in data collection. Totals of successful completions, manner of assessment (publications, thesis/dissertation, or qualifying exam) may be presented in table format if they apply to learning outcomes.

## 3. Explain how Data Were Analyzed

a) Explain the assessment process. Who participated in the process, the nature of the rubric utilized (or other norming methods), and the threshold outcome desired.

**4. What Was Learned**

a) Results:

b) Describe how results were communicated to the department and used to develop plans for improvement.

## 5. How We Responded

a) Based on assessment, are there any curricular plans for the following year? (Such as plans for measurable improvements, or realignment of learning outcomes).

b) When will the changes be next assessed?

## 6. Closing the Loop a) Do any of the outcomes this year represent improvements based on assessment from previous years (show multi-year use of progress).

## Submit report to [programassessment@montana.edu](mailto:programassessment@montana.edu)