**Oakland University Assessment Committee**

**Assessment Report Form for Programs without External Accreditation**

v1.2.0

Overview

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Please fill this form out electronically. If you are accredited by an external body then you may be eligible to use your accreditation report instead of filling out this form. Please contact Reuben Ternes ([ternes@oakland.edu](mailto:ternes@oakland.edu)) for more information.

For questions, comments, or help with this form, contact Reuben Ternes ([ternes@oakland.edu](mailto:ternes@oakland.edu))***.***

Completed forms should be sent electronically to Reuben Ternes ([ternes@oakland.edu](mailto:ternes@oakland.edu)).

# Step 1: Basic Information

*Please fill out the following basic information about your program.*

Program Name:

School or College your program resides in:

Program Level (check all that apply):

Undergrad ☐

Master’s ☐

Doctoral ☐

Date Report Submitted:

Current Assessment Contact Representative (& E-mail):

Current Department or Program Chair (& E-mail):

Current Dean (& E-mail):

# Step 2: Faculty Involvement in the Assessment Process

*Please answer the following questions about faculty involvement in the assessment process.*

1. Who is involved in the assessment planning process in your program? (i.e. all faculty, tenured faculty only, all full-time faculty, etc.)

2. Who is involved in the implementation of assessment in your program?

3. Who is involved in discussing the results?

4. Do faculty in your program receive credit or recognition for their work on assessment? If yes, what type?

# Step 3: Confirmation of Assessment Plan

*The current plan on record for all programs is available* [*online*](https://www.oakland.edu/oira/assessment-of-student-learning/program-assessment/)*. If your current plan differs from the one listed online, please indicate that in the comments area below.*

The plan listed online is current:

Yes ☐ No ☐ (If no, please attach a revised plan showing any new changes)

Prior to this report, when was the last submitted report?

Comments:

# Step 4: Program Overview

*Please briefly respond to the questions below.*

1. What are the degrees awarded by this program?
2. Did the UAC’s last report response include suggestions for improvement? If so, how has the unit addressed those comments in this most recent assessment cycle?
3. Is there anything important for the University Assessment Committee to know about this program to inform our reading about your assessment process? If yes, please specify what it is.

# Step 5: Program Goals

*Please list your Program Goals below (insert additional rows as needed). For each goal, indicate what Student Learning Outcomes align with that goal. Each listed program goal should have at least one Student Learning Outcome (SLO) associated with it, but will typically have multiple SLOs.* *SLOs should be written using observable and measurable verbs (e.g. write, state, explain, apply, demonstrate, etc.) as opposed to verbs that are difficult to observe directly (e.g. learn, know, etc.). Add additional rows as needed. These program goals and SLOs typically come directly from your plan.*

| **Program Goals** | **Student Learning Outcomes (SLOs) that Correspond with Each Goal** |
| --- | --- |
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# Step 6: Assessment Measures

*Please list each of your assessment measures below, indicating which Student Learning Outcomes are affiliated with each measure, and filling in the other areas as indicated. Add additional rows as needed.*

| **Student Learning Outcome** | **Measure Name and Short Description** | **When was this measure administered during this reporting cycle?** | **How is this measure scored?** | **What was the sample size for this measure? (If applicable: what was the response rate?)** |
| --- | --- | --- | --- | --- |
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Is each measure listed above described in your assessment plan?

Yes ☐ No ☐ (If no, please attach additional documentation describing any new measures)

Is an explanation of how each of the measures above is scored (i.e. rubric, scoring criteria) included in your assessment plan?

Yes ☐ No ☐ (If no, please attach additional documentation that describes the scoring criteria for each measure)

Additional Comments:

# Step 7: Analysis of Student Learning Outcomes to Inform Program Improvement

*Briefly describe what your data suggests about your Student Learning Outcomes by answering the following prompts.*

1. Present a summary of the collected data. Use figures, tables, charts, graphs, etc. as appropriate. Attach additional documentation as necessary.
2. Present an analysis of your data. You may attach additional documentation as necessary.
   1. Tell us what SLOs students can do well.
   2. Tell us what SLOs students struggle with.
3. What changes will be made to the program because of this analysis? (Please relate these changes to specific measures and student learning outcomes that you listed in step 6).

# Step 8: Analysis of the Assessment Process

*Briefly describe the program’s thoughts about the entire assessment process by answering the following questions.*

1. Were the measures used appropriate/useful/effective for evaluating the SLOs? If so, explain how. If not, how will you change the measures for next time?
2. What parts of your assessment plan and process seemed to work well?
3. What parts did not?
4. Will the program change any part of the plan or process for the next cycle? If so, tell us what you are changing.

# Step 9: Final Steps

*Please e-mail your completed form to the UAC/OIRA liaison, Reuben Ternes (*[*ternes@oakland.edu*](mailto:ternes@oakland.edu)*). Upon completion, the UAC will review your report and send feedback. A copy of the committee’s response will be sent to your department chair, your dean, and the provost. In addition, the report will be catalogued for future reference and accreditation purposes.*