

Annual Assessment Report Format

An annual assessment report should be completed by each academic program; copies should be submitted to the VPAA and the Unit Chair/Dean, who will forward the report from the unit to the Director of Academic Assessment, currently Dr. David Shinn, by **June 30th**. A copy should be retained by each program for reference and guidance in successive years.

The report should contain the following information:

Name of academic program: _____

Report Summary (A brief paragraph providing an overview of what reviewers can expect when reading the report)

Quincy University Mission Statement

Quincy University stands as a Catholic, independent, liberal arts institution of higher learning in the Franciscan tradition. Inspired by the spirit of Francis and Clare of Assisi, we respect each person as a sister or brother with dignity, value, and worth. We work for justice, peace and the integrity of creation. We prepare men and women for leadership and for the transformation of the world by educating them to seek knowledge that leads to wisdom. We welcome and invite all to share our spirit and life.

Program Mission Statement

Program Goals/Objectives

Program Learning Outcomes (A list of all program learning outcomes)

- I. **Program learning outcomes assessed for the current school year**

- II. **A detailed description of the methods of program assessment used this year**

III. **Results of this year's assessment**

Examples of what might be included in this section:

- An overview of the data (which may be subdivided to reflect summative data about graduating seniors as well as data about other majors and non-major students)
- Ways in which student learning is demonstrated

IV. **Analysis of assessment results**

Examples of what might be included in this section:

- Comparison with the results of previous years
- Analysis of data (causes, trends)

V. **Planned program changes based on assessment results**

Plans for program changes motivated by assessment results (noting which changes can and will be implemented by program faculty, which require consultation or approval by the VPAA or academic committees, and which involve requests for changes by other academic programs)

VI. **Program Aspirations**

Examples of what might be included in this section:

- Program Aspirations for the next academic year, including targets for percentages of students meeting or exceeding the goals
- Resources required (e.g., monetary, staff, technology) to enact program changes

VII. **Possible changes (additions/modifications) in assessment methods for the future**

VIII. **Other pertinent information** (optional)

Please note that this document is focused on program assessment based on success in meeting learning outcome goals. Each academic unit may have other goals (e.g., faculty development, scholarship, honors, fund raising, and so on). An addendum summarizing results in these areas may be attached to the report as desired.