# Assessment Report Template

*An annual assessment report should be completed by each academic program; copies should be submitted to the VPAA and the Unit/School Chair/Dean, who will forward the report from the unit to the Director of Academic Assessment, currently Dr. Barbara Rowland, by* ***June 30****. 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**

(This section should act as an abstract to the report and provide a brief overview of the program assessment.)

# 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

# (Provide a concise statement of the general values and principles which guide the curriculum. The mission statement should set a tone and a philosophical position from which follow the program's goals and objectives.)

**Program Goals**

(Provide a list of program goals. Goals are statements about general aims or purposes of the program that are broad, long-range intended outcomes and concepts; e.g., “clear communication”, “problem-solving skills”, etc. Think of program goals as a description of a destination, - the place at which you want your students to arrive.)

**Student Learning Outcomes of the Program**

(Provide a list of all student learning outcomes. Student Learning Outcomes measure the progress that is needed to get to the destination –program goals. Student Learning Outcomes represent what we want students to know (knowledge), value (awareness, beliefs, and attitudes), or be able to do (skills). Student Learning Outcomes should reflect the knowledge, values, and skills we suggest as being important indicators of student success within your program. Student Learning Outcomes must be measureable. Outcome statements should use specific action verbs that are measureable or that describe an observable action.)

**Methods of Assessment**

(Provide a detailed description of the methods used to assess the Student Learning Outcomes. Identify the individual assessment methods for each student learning outcome being assessed. Include insight into the assessment tools, such as types of questions and explain how and when the assessment is presented to students. If it is necessary to include the actual assessment, consider including the items in an Appendix.)

**Assessment Results**

 (Provide 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. In this section you will answer the question: How did students perform? Indicate the ways in which student learning is demonstrated. This section may include smaller tables and graphs to help illustrate results. Larger tables might work better in the Appendix while including a summary here.)

# Analysis of Assessment Results

(Provide a detailed analysis of the assessment results.Examples of what might be included in this section include a comparison with the results of previous years, a discussion of trends, or an explanation of factors influencing results. This section should reveal a clear understanding of how well student learning outcomes have been met/achieved.)

# Planned Program Changes

(Discuss any 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.)

# Possible Changes in Assessment Procedures

# (Discuss any future changes the program might make to assessment procedures or tools)

# Program Aspirations

(Discuss program aspirations for the next academic year, including targets for percentages of students meeting or exceeding the goals and any resources that may be required, e.g., monetary, staff, technology, to enact program changes.)