**Assessment Report**

**[major or minor]**

Department of (Insert)

2015-2016

200 High Street, Glenville, West Virginia 26351

Telephone: 304.462.6345

Fax: 304.462.4049

[http://www.glenville.edu](http://www.glenville.edu/)

**TABLE OF CONTENTS**

[ACTIONS TAKEN ON PREVIOUS CYCLE ACTION PLAN 3](#_Toc447550975)

[MISSION STATEMENT 4](#_Toc447550976)

[VISION STATEMENT 5](#_Toc447550977)

[LEARNING OUTCOMES 6](#_Toc447550978)

[MATRIX OF LEARNING OUTCOMES AND COURSES 7](#_Toc447550979)

[ASSESSMENT PLAN 8](#_Toc447550980)

[ASSESSMENTS OF LEARNING OUTCOMES 9](#_Toc447550981)

[ASSESSMENT FINDINGS 10](#_Toc447550982)

[ACTION PLAN 11](#_Toc447550983)

[APPENDIX I: ASSIGNMENTS AND ASSESSMENTS 12](#_Toc447550984)

[APPENDIX II: COLLECTED DATA 13](#_Toc447550985)

# ACTIONS TAKEN ON PREVIOUS CYCLE ACTION PLAN

(Summarize previous cycle action plan and insert comments here)

# MISSION STATEMENT

(Clearly worded and concise)

# VISION STATEMENT

(Future Goals)

# LEARNING OUTCOMES

(Outcomes must be measurable.)

Students will:

1.
2.
3.
4.
5.

(and so on)

# MATRIX OF LEARNING OUTCOMES AND COURSES

Identify which courses address which learning outcomes by placing an “X” in the appropriate cell.

|  |  |
| --- | --- |
| **Learning Outcomes** | **Courses** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# ASSESSMENT PLAN

This section should be a narrative of how learning outcomes are assessed. While the use of indirect measures is appropriate, the bulk of the data set must come through direct measurement of student learning. Learning outcome specific assignments must be used in each course to extract the data needed for the authentic determination of student learning. Course grades do not meet this standard, but grades on specific assignments may if carefully designed.

Briefly describe each assessment and when it is administered (i.e., end of course X), referring to and including the assignment itself and the rubric used for the assessment in Appendix I.

Include rationales for how each course/assessment meets the learning outcome.

Include, if applicable, plans for future assessments/refinements of assessments.

List in the table below the specific assignments and assessments.

# ASSESSMENTS OF LEARNING OUTCOMES

Identify which courses address each Learning Objective, the assignment(s), and the Assessment(s). Indicate level of learning. Adjust the table as necessary to include courses, assignments, and assessments for each objective.

|  |  |  |
| --- | --- | --- |
| **Learning Outcomes** | **Where/how Assessed** | **Level of Learning****I = Introductory****II = Intermediate****III = Advanced** |
| **I** | **II** | **III** |
|  | Course: Assignment: Assessment: |  |  |  |
| Course: Assignment: Assessment: |  |  |  |
|  | Course: Assignment: Assessment: |  |  |  |
| Course: Assignment: Assessment: |  |  |  |
|  | Course: Assignment: Assessment: |  |  |  |
| Course: Assignment: Assessment: |  |  |  |
|  | Course: Assignment: Assessment: |  |  |  |
| Course: Assignment: Assessment: |  |  |  |
|  | Course: Assignment: Assessment: |  |  |  |
| Course: Assignment: Assessment: |  |  |  |

(and so on)

# ASSESSMENT FINDINGS

Include a narrative summary of the data findings. Specific data should be included in Appendix II.

# ACTION PLAN

List the action steps the department will take to improve the program and assessments.

1.
2.
3.
4.
5.

(and so on)

# APPENDIX I: ASSIGNMENTS AND ASSESSMENTS

Provide assignments assessed and assessments used. These should match the items listed in the table on page 9.

# APPENDIX II: COLLECTED DATA

Provide the data collected for this report.