

**<NAME OF YOUR PROGRAM/DEPARTMENT/MAJOR OR MINOR>**

**ASSESSMENT REPORT**

**ACADEMIC YEAR 2017 – 2018**

**REPORT DUE DATE: 10/26/2018**

**Who should submit the report? – All majors, minors (including interdisciplinary minors), graduate and non-degree granting certificate programs of the College of Arts and Sciences. Programs can combine assessment reports for a major and a minor program into one aggregate report as long as the mission statements, program learning outcome(s) evaluated, methodology applied to each, and the results are clearly delineated.**

**Note**: Dear Colleagues: In an effort to produce a more streamlined and less repetitive assessment report format, we are piloting this modified template for the present annual assessment cycle. We are requesting an assessment report that would not exceed eight pages of text. Supporting materials may be appended. We will be soliciting your feedback on the report as we attempt to make it more user-friendly.

**Some useful contacts**:

1. Prof. Alexandra Amati, FDCD, Arts – [adamati@usfca.edu](mailto:adamati@usfca.edu)
2. Prof. John Lendvay, FDCD, Sciences – [lendvay@usfca.edu](mailto:lendvay@usfca.edu)
3. Prof. Mark Meritt, FDCD, Humanities – [meritt@usfca.edu](mailto:meritt@usfca.edu)
4. Prof. Michael Jonas, FDCD, Social Sciences – [mrjonas@usfca.edu](mailto:mrjonas@usfca.edu)
5. Prof. Suparna Chakraborty, AD Academic Effectiveness – [schakraborty2@usfca.edu](mailto:schakraborty2@usfca.edu)
6. Ms. Corie Schwabenland, Academic Data & Assessment Specialist- [ceschwabenland@usfca.edu](mailto:ceschwabenland@usfca.edu)

**Academic Effectiveness Annual Assessment Resource Page**:

<https://myusf.usfca.edu/arts-sciences/faculty-resources/academic-effectiveness/assessment>

**Email to submit the report:** [**assessment\_cas@usfca.edu**](mailto:assessment_cas@usfca.edu)

**Important: Please write the name of your program or department in the subject line.**

**For example: FineArts\_Major (if you decide to submit a separate report for major and minor); FineArts\_Aggregate (when submitting an aggregate report)**

1. **LOGISTICS & PROGRAM LEARNING OUTCOMES**
2. **Please indicate the name and email of the program contact person to whom feedback should be sent (usually Chair, Program Director, or Faculty Assessment Coordinator).**
3. **Were any changes made to the program mission statement since the last assessment cycle in October 2017? Kindly state “Yes” or “No.” Please provide the current mission statement below. If you are submitting an aggregate report, please provide the current mission statements of both the major and the minor program.**
4. **Were any changes made to the program learning outcomes (PLOs) since the last assessment cycle in October 2017? Kindly state “Yes” or “No.” Please provide the current PLOs below. If you are submitting an aggregate report, please provide the current PLOs for both the major and the minor programs.**

**Note: Major revisions in the program learning outcomes need to go through the College Curriculum Committee (contact: Professor Joshua Gamson,** [**gamson@usfca.edu**](mailto:gamson@usfca.edu)**). Minor editorial changes are not required to go through the College Curriculum Committee.**

1. **Which particular Program Learning Outcome(s) did you assess for the academic year 2017-2018?**
2. **METHODOLOGY**
3. **Describe the methodology that you used to assess the PLO(s).**

**For example, “the department used questions that were inputted in the final examination pertaining directly to the <said PLO>. An independent group of faculty (not teaching the course) then evaluated the responses to the questions and gave the students a grade for responses to those questions.”**

**Important Note** – WSCUC advises us to use “direct methods” which relate to a direct evaluation of a student work product. “Indirect methods” like exit interviews or student surveys can be used only as additional l complements to a direct method.

For any program with fewer than 10 students: If you currently have fewer than 10 students in your program (rendering your statistical analysis biased due to too few data points), it is fine to describe a multi-year data collection strategy here. It would be important to remember that every 3 years, we would expect you to have enough data to conduct a meaningful analysis.

**Important: *Please attach, at the end of this report, a copy of the rubric used for assessment.***

1. **RESULTS & MAJOR FINDINGS**
2. **What are the major takeaways from your assessment exercise?**

**This section is for you to highlight the results of the exercise. Pertinent information here would include:**

1. **how well students mastered the outcome at the level they were intended to,**
2. **any trends noticed over the past few assessment cycles, and**
3. **the levels at which students mastered the outcome based on the rubric used.**

**To address this, among many other options, one option is to use a table showing the distribution, for example:**

|  |  |
| --- | --- |
| **Level** | **Percentage of Students** |
| Complete Mastery of the outcome | 8.7% |
| Mastered the outcome in most parts | 20.3% |
| Mastered some parts of the outcome | 66% |
| Did not master the outcome at the level intended | 5% |

1. **CLOSING THE LOOP**
2. **Based on your results, what changes/modifications are you planning in order to achieve the desired level of mastery in the assessed learning outcome? This section could also address more long-term planning that your department/program is considering and does not require that any changes need to be implemented in the next academic year itself.**
3. **What were the most important suggestions/feedback from the FDCD on your last assessment report (for academic year 2016-2017, submitted in October 2017)? How did you incorporate or address the suggestion(s) in this report?**

**ADDITIONAL MATERIALS**

**(Any rubrics used for assessment, relevant tables, charts and figures should be included here)**