**Assessment Implementation and Reporting**

**Due: November 5, 2019**

**Please submit your Assessment Reports to Hailey Caraballo:** [**hlcaraballo@ucsd.edu**](mailto:hlcaraballo@ucsd.edu)

Departments are encouraged to begin implementing their assessment plan and collect data on at least ONE program learning outcome. The Office of the Dean of Undergraduate Education will collect assessment reports by November 5, 2019 (see the Report Template below). Departments are encouraged to use assessment resources and services provided by the [Teaching + Learning Commons](http://commons.ucsd.edu/research-and-assessment/assessment/index.html).

The following diagram illustrates the annual assessment and reporting process:

Departments collect and analyze data of one program learning outcome (PLO) stated on their assessment plan

Departments report on the assessment findings and send assessment reports to the Office of the Dean of Undergraduate Education (DUE)

Office of the DUE facilitates the assessment report review, and the Assessment Committee (to be formed) provides feedback to Departments

Departments review and revise their Program Learning Outcomes Assessment Plan

To support departments’ assessment efforts, The Teaching + Learning Commons is available to offer assessment consultations and resources.

**AY2018-2019 Assessment Report Template**

**Please Submit the Assessment Report to Hailey Caraballo:** [**hlcaraballo@ucsd.edu**](mailto:hlcaraballo@ucsd.edu)

**Please title the form:** Assessment Report - *your department name*

**Submitter:**

**Department:**

**Degree Program:**

**Division/College:**

**Assessment Contact Name and Email Address:**

Academic program assessment report is required to provide information of the following components:

1. Program Learning Outcome(s)
   1. List the program learning outcome(s) that your department assessed this year.
2. Alignment between program learning outcomes and learning opportunities
   1. Attach your program/department’s most current Curriculum Map to the report as an appendix.
   2. Specify courses/experiences that you used for collecting data/evidence this year.
   3. Specify the levels of proficiency (e.g., beginning, immediate, advanced) do you expect students to achieve after they complete the selected courses/experiences.
3. Assessment methods
   1. Describe assessment methods used for assessing the selected learning outcome(s).
   2. Provide information on the sample size, course/experience name and level, and people who evaluated/graded/interpreted collected evidence.
   3. Describe criteria/standards used to determine students’ levels of proficiency in selected learning outcome(s). If a rubric was used, attach a copy of such a rubric as an appendix.
4. Assessment results
   1. Aggregate and summarize assessment results in written, tabular, or graphical form.
   2. If relevant, provide additional information that helps interpret the results. Examples include baseline data, benchmarks, and performance of comparison groups.
   3. Provide interpretation, discussion, reflections, and implications of the assessment results.
5. Planned use of the results
   1. Describe actions or changes that your department and faculty plan to take/make based on the findings supported by your assessment results.
   2. Identify resources and support that could help facilitate your action plan.
   3. Please note that departments are expected to report on the progress of their proposed action/changes in next year’s assessment report.
6. Plan for the next year’s assessment
   1. List the program learning outcome(s) that your department plans to assess next year.
7. Appendices
   1. Most current Curriculum Map
   2. Copies of rubrics, survey questionnaires, if applicable
   3. Anything relevant

 

<http://commons.ucsd.edu/research-and-assessment>