Submission Guidelines for Interim Assessment Reports (assessment results from AY 2013-14)

Guidelines:

1) Submission deadline: September 26, 2014, early submissions are encouraged
2) Submit electronically to Yvonne Kirby (Director of OIRA) as an email attachment (ykirby@ccsu.edu)
3) Provide a SEPARATE REPORT for each academic program, all certificate and degree programs are required to be assessed per NEASC
4) An Interim report consists of the Completed Overview report for the academic program and General Education Overview, if appropriate.

Reminder: Assessment reporting is on a 5 year cycle, consisting of a full report in year one followed with interim reports for years 2, 3, 4, and 5. The assessment cycle is aligned with the Program Review Cycle such that the full assessment report is due the year prior to the year that the department will submit their program review report. Departments are not required to submit an assessment report for that program in the year that they prepare a program review report (see Program Review Policy and Assessment Calendar). For example, if your program is scheduled for program review in Spring 2017 or Fall 2017 then only a Summary assessment report will be due for that program in Fall 2017 (report covering AY 2016-17 activities); this is necessary to comply with BOR requirements. Departments that are accredited by an outside agency, and thus exempt from the Program Review Policy, should follow the same guidelines as outlined for departments preparing for their Program Review – in the year the self-study is written, they complete the Summary report. Please remember that an annual update to an accrediting agency is not analogous to a self-study.

Interim reports: complete ONLY the Overview for the program, complete with contribution to general education, using the table format below. URL to Assessment website resources: http://www.ccsu.edu/page.cfm?p=3454

Overview: The following questions are required by the Connecticut State Colleges and University Board of Regents, NEASC and the CCSU Academic Assessment Committee. These questions must be completed annually for all academic programs (all degree and certificate programs) as well as all departments offering courses in general education. Submit a separate table for each program and for each general education learning outcome the department teaches.

- You may use a bulleted list for each of the questions—full details should be included within the text of the full report when it is due, not in the Overview.
- Interim reports: the Overview should append clearly labeled data tables as appropriate - for both the academic program as well as general education.
**Overview**

Department: ____________________________________________________________

Report Preparer: ______________________________________________________

Program Name and Level: ________________________________________________

<table>
<thead>
<tr>
<th>Program Assessment Question</th>
<th>Response</th>
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<tbody>
<tr>
<td>1) <strong>URL</strong>: Provide the URL where the learning outcomes (LO) can be viewed.</td>
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<tr>
<td>2) <strong>LO Changes</strong>: Identify any changes to the LO and briefly describe why they were changed (e.g., LO more discrete, LO aligned with findings)</td>
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<td>3) <strong>Strengths</strong>: What about your assessment process is working well?</td>
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<td>4) <strong>Improvements</strong>: What about your assessment process needs to improve? (a brief summary of changes to assessment plan should be reported here)</td>
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<thead>
<tr>
<th>For Each Learning Outcome (LO) complete questions 5, 6 and 7 (you may add more rows if you have more than 5 LOs): LO #1</th>
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<tbody>
<tr>
<td>5) <strong>Assessment Instruments</strong>: For each LO, what is the source of the data/evidence, other than GPA, that is used to assess the stated outcomes? (e.g., capstone course, portfolio review and scoring rubric, licensure examination, etc.)</td>
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<td>6) <strong>Interpretation</strong>: Who interprets the evidence? (e.g., faculty, Admn. assistant, etc.). If this differs by LO, provide information by LO.</td>
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<td>7) <strong>Results</strong>: Since the most recent full report, state the conclusion(s) drawn, what evidence or supporting data led to the conclusion(s), and what changes have been made as a result of the conclusion(s).</td>
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<p>| Conclusion: |
| Evidence (e.g., conclusion based on data in table x): |
| Changes: |</p>
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<tr>
<th><strong>LO #2</strong></th>
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<td>5) <strong>Assessment Instruments</strong>: For each LO, what is the source of the data/evidence, other than GPA, that is used to assess the stated outcomes? (e.g., capstone course, portfolio review, licensure examination, etc.)</td>
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Interim reports: append clearly labeled supporting data tables, organized by LO.
**General Education:** Here is the URL for the list of approved general education courses and LO/objectives: [http://www.ccsu.edu/page.cfm?p=14893](http://www.ccsu.edu/page.cfm?p=14893)

**NOTE:** If department contributes to more than one LO, complete one summary for each LO

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<thead>
<tr>
<th>Department:</th>
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**Report Preparer:**

**General Education Question** | **Response**  
--- | ---  
1) **Courses:** General Education course(s) taught |  
2) **Assessment Instruments:** What data/evidence, other than GPA, are used to assess the stated CCSU General Education outcomes? (e.g., capstone course, portfolio review, licensure examination, etc.) |  
3) **Interpretation:** Who interprets the evidence? (e.g., faculty, Admn. assistant, etc.). If this differs by XX course, provide information by XX course. |  
4) **Results:** Since the most recent full report, state the conclusion(s) drawn, what evidence or supporting data led to the conclusion(s), and what changes have been made as a result of the conclusion(s). | Conclusion:  
Evidence (e.g., conclusion based on data in table x): | Changes:  
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