**Annual Assessment of Student Learning Report and Planning Template  
For AY 2023-24**

***Annual assessment is part of the regular processes of every academic program. Every academic program submits a report to its Dean (or Associate Dean) and to Educational Assessment each academic year no later than June 1. This report should summarize the program’s progress in carrying out its assessment plan, analyzing key findings, and making program improvements. The emphasis of the report is on assessment projects of student learning and the improvements made as a result of student learning assessment activities; however, the report can also include descriptions of other assessment activities undertaken by the program. The report should summarize all completed assessment projects, as well as briefly describe any projects in process but not yet completed.***

***Please complete your assessment report by June 1 and email to Educational Assessment (assessmentoffice@scu.edu). Most programs will follow the format provided below. Assessment Reports that diverge from this structure should be sure to include all of the information contained in this template.***

***Educational Assessment is available to support all departments’ efforts in any stage of the annual assessment process. Please reach out to Educational Assessment (***[***assessmentoffice@scu.edu***](mailto:assessmentoffice@scu.edu)***) or Andrea Brewster, Associate Director of Educational Assessment (abrewster@scu.edu).***

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| **Department Contact Information** | |
| Department/Program |  |
| Assessment Contact Person/Committee names: |  |
| Date submitted |  |
| People involved in designing assessment, analysis, and/or writing of report |  |
| **Report Any Updates**  Please review the department’s mission, goals, outcomes; curriculum map (matrix); and multi-year assessment plan, and update any materials. If anything has changed, please add a link to the updated materials or attach. Briefly describe the nature of the change. | |
| Describe any changes in  Mission Statement |  |
| Describe any changes in  Student Learning Outcomes. |  |
| Describe any changes to the Curriculum Alignment Map (Matrix) |  |
| Describe any changes to the Multi-year Assessment Plan |  |
| Is the mission and learning outcomes listed on your program website up-to-date? Please take a minute to check your department website to make sure that your Mission and Student Learning Outcomes are current and easy to find. |  |
| **This Year’s Assessment(s) Project**  Summarize the assessment(s) of student learning the department conducted since the last report. First, please report on assessments conducted of your student learning outcome(s). In the next section, you can share information about other types of assessment projects you may have conducted.  **Please include any rubrics or other scoring materials (as links or attachments) that will help clarify the nature of the assessment conducted.** | |
| **State the program Learning Outcome assessed this year. What, beyond summarizing student performance, did the department hope to learn from this assessment** (e.g., were there any equity gaps where particular groups of students performed less well; did students who completed a prerequisite at a particular time score better?) |  |
| S**ummarize how you conducted the assessment.**  **What type of data did the department collect? (**exam questions, capstone projects, papers, presentations, exit surveys). What was the sample of student work (how many pieces of student work and from which courses was it gathered)? |  |
| **How did you analyze the evidence of student learning?** What process was used?(e.g., rubric scoring); which faculty participated in the scoring? |  |
| **What were the results of the assessment?** Please provide a *detailed* summary of the results. Summarize student performance (e.g., percentages of student scores or principal themes (if qualitative analysis). |  |
| **Meeting of goals for student learning.** Did the assessment show that the student work achieved the level of learning you hoped for? (This is called the **performance standard** that indicates what the department considers its target or goal, or in other words, what would “success” in learning look like?) For example, 80% of our students will meet a stated standard. |  |
| **What conclusions do you draw from the assessment’s results?** Explain and/or identify areas of strength and areas for improvement. Is the department satisfied with the results (why/why not)?  **What recommendations will you consider making based on the results?** Are there changes you wish to make to pedagogy, curriculum, scaffolding of courses, etc.? Have any new questions or discoveries emerged from the assessment? |  |
| **How did the department share and discuss results?** (If results have not been shared yet, when will the department share them?) Are there other stakeholders with whom you want to share the results? |  |
| **Reflect on this year’s assessment process.**  What went well?  What didn’t go well?  Is there anything related to assessment procedures your program would do differently or improve next time? (e.g., revise the measurement rubric, the process of scoring, the process of sampling student work, etc.) |  |
| **Other Relevant Information about Student Learning** | |
| **What other information has the department gathered/discussed that it found relevant about student learning this year?** This could include information from a senior exit survey, department climate survey, discussion of student performance or challenges in faculty meetings, etc. Briefly describe what was learned. |  |
| **Improving Student Learning**  What changes has the department made in response to what it has learned from assessments or other sources of information about student needs or learning? This might include department changes in any of the following?   * Instruction (e.g., assignment design, new pedagogies, etc.) * Curriculum (e.g., re-sequencing program curriculum, adding a prerequisite or an upper division course to better build knowledge and skills, etc. * Co-curricular support for student learning (e.g., adding library instruction, leveraging available tutoring services, etc.) * Communicating expectations to students (e.g., communicating to students about program learning outcomes within the syllabus or even in specific assignments, sharing the assessment rubrics with students to set expectations and align performance, etc.) | |
| **Improvements over the past year.** Please describe any changes the department has made, such as those listed above, and how the department identified those changes were needed. |  |
| **What steps will you take in the next academic year (2024-25) to improve your program?** Which faculty/staff will be responsible next year for implementation of those steps? |  |
| **Next Year’s Assessment** | |
| Which program-level student learning outcome(s) will your department assess next year (2024-25)? (This should be listed on your multi-year assessment plan.) |  |
| What recommendations do you have to guide the next assessment planned in your program? (Timing, process, best ways to implement changes or additions.) |  |

[1] The Annual Assessment Report focuses on assessment of student learning goals and outcomes. However, if your program has made changes to other program goals and objectives such as Curriculum & Pedagogy, Scholarship & Creative Work, or Service, you may also update these.