

PROGRAM ASSESSMENT REPORT

East Central University

IMPORTANT: To complete your assessment report activities, you will need to do all the following by end of day on **the Last Friday in October:**

- ☐ Complete assessment report using new template (new terminology)
- ☐ Submit completed report to Teams (repository)
- ☐ Copy/paste report sections into Weave blocks (goals alignment)
- ☐ Attach PDF of full report in Project Attachments at the bottom
- ☐ Email the Assessment Coordinator if you need help with anything robrrob@ecok.edu

Assessment Report Requirements:

1. **Data Collection:** At *minimum*, a Program Assessment Report should identify 6 points of data to collect annually. Select high quality data sources that provide valuable insight on your program.
2. **Assessment Across Program:** Your Goals and Outcomes must assess a majority of your students each year and assess from early in the program to the end.
 - Assessing through the program gives you the ability to identify weak points for improvement.
3. **Instruments:** *Attach ALL Instruments* listed in your assessment report in the APPENDIX at the end of the document.
 - For papers/portfolios/projects/performances
 - Attach the **Rubric** used to grade it
 - For tests/exams – both internal and external
 - Provide a **test blueprint** (list of topics covered by the test)
 - *Do not copy/paste the test questions*
4. **Instruments Using Direct/Indirect Measures:** Your Program Assessment Report should include both direct and indirect measures of learning, with at least 65% as direct measures.
 - **Direct:** Individual score from a rubric or test
 - **Indirect:** Final grade or survey results
5. **Validation through External Instruments:** *If possible*, use an external instrument as a direct measure (e.g., ETS/MFT, ACAT, NCLEX, OSAT) to validate your local direct measures.
 - *The Office of Assessment pays for external testing.*
6. **Standards:** A standard is the bar by which the minimum level of student achievement is measured on a specific instrument.
 - Standards are interpreted literally so ensure that your standards have only one meaning. If you need help with this, contact the Assessment Coordinator.
7. **Data Table: Provide the following:**
 - 5 years of data in the table
 - If do not have 5 years *or missing data*, enter ND in the table cell AND
 - Put a note under the table explaining the ND
 - Number of students assessed (n)
 - Aggregate means (or raw scores for small programs)

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- Range of scores
 - Pass rate (% or fraction)
8. **Data Driven Decisions:** All faculty integral to the Program will meet to discuss and analyze the data at the end of the academic year to determine what the collected data says about the program's performance and how that information will translate into **Data Driven Decisions** for the coming year(s).
9. **Completion of Template:** *You are required to complete all sections of this report template. Follow the directions as written.*
- Contact the Assessment Coordinator *if you need help* modifying the template to match the specific elements of your program assessment report.
10. **File Name:** Use the following format to name this file before uploading:
- Program Name Degree Level Asmt Report AY XXXX-XX
 - e.g., Art BFA Asmt Report AY 2023-24
 - e.g., Ed Leadership MEd Asmt Report AY 2023-2024

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Program Name:

College/School Name:

Academic Year of Data Collected for Assessment:

East Central University Mission Statement:

To prepare students for tomorrow's world through a dynamic & diverse learning experience.

Program (Unit) Mission Statement:

Assessment Across the Program Statement:

Provide a short narrative describing how you assess across your program – noting the points where you assess early-, mid-, and end-program (if possible).

External Instrument Availability for Program:

- If YES, provide the name of instrument *and if used or not*
 - *If not used*, provide a short explanation for why
- If NO, state No

GOAL 1: TITLE

Description:

Outcome 1.1: Title

Description:

Instrument/Measurement: Title

Description:

(copy/paste/attach instrument in Appendix, see #4, p. 1 for details)

Standard

Population/Course:

Standard Statement: Any background information (if none, N/A)

Standard:

Finding: Data Table

Academic Year	Range of Scores	Mean of Scores	Pass Rate	n
2024-2025				
2023-2024				
2022-2023				
2021-2022				
2020-2021				

NOTE: (explanation for NDs)

Analysis: A response is required for each question in the table.

Analysis Question	Analysis Response
1. Was your standard met or not met for the year?	

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2. Whether met or not met, explain how your program performed in relation to the standard (relate the data in the table to the standard).	
3. Discuss possible reasons why the program performed as it did this year.	
4. Look at the 5-year data trends and discuss those. Note if data seem to be increasing/decreasing with time and if so, reasons why.	
5. Using your analysis responses, make specific data-driven decisions about your program. If no actions or changes are needed, state that. Copy/paste the #5 response to Summary of Data Driven Decisions (end of template)	

Outcome 1.2: Title

Instrument/Measurement: Title

Description:

(copy/paste/attach instrument in Appendix, see #4, p. 1 for details)

Standard

Population/Course:

Standard Statement: Any background information (if none, N/A)

Standard:

Finding: Data Table

Academic Year	Range of Scores	Mean of Scores	Pass Rate	n
2024-2025				
2023-2024				
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GOAL 2: TITLE

Description:

Outcome 2.1: Title

Description:

Instrument/Measurement: Title

Description:

(copy/paste/attach instrument in Appendix, see #4, p. 1 for details)

Standard

Population/Course:

Standard Statement: Any background information (if none, N/A)

Standard:

Finding: Data Table

Academic Year	Range of Scores	Mean of Scores	Pass Rate	n
2024-2025				
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2022-2023				
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Copy/paste the #5 response to Summary of Data Driven Decisions (end of template)

Outcome 2.2: Title
Description:

Instrument/Measurement: Title
Description:

(copy/paste/attach instrument in Appendix, see #4, p. 1 for details)

Standard

Population/Course:

Standard Statement: Any background information (if none, N/A)

Standard:

Finding: Data Table

Academic Year	Range of Scores	Mean of Scores	Pass Rate	n
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GOAL 3: TITLE
Description:

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Outcome 3.1: Title

Description:

Instrument/Measurement: Title

Description:

(copy/paste/attach instrument in Appendix, see #4, p. 1 for details)

Standard

Population/Course:

Standard Statement: Any background information (if none, N/A)

Standard:

Finding: Data Table

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Outcome 3.2: Title

Description:

Instrument/Measurement: Title

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Standard

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Continue to next page to summarize reporting measures

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IMPORTANT UPDATE: With the exception of the unduplicated number assessed, student information is found using the dashboards on the ECU Institutional Research webpage.
<https://www.ecok.edu/IR>

Student Information for this Academic Year	
Total, <i>unduplicated</i> number of students assessed this academic year	
Program census for Fall	
Program census for Spring	
Total number of Fall Program graduates	
Total number of Spring/Summer graduates	

For help with determining unduplicated number, contact the Assessment Coordinator.

Faculty Meeting: List meeting date(s) and a roster of those in attendance.

SUMMARY TABLE OF GOALS/OUTCOMES/INSTRUMENTS

Goals	Outcome/Instrument (modify table to fit your report)	Direct/ Indirect Measure	Met	Not Met
1:	1.1:			
	1.2:			
2:	2.1:			
	2.2:			
3:	3.1:			
	3.2:			

SUMMARY OF DATA-DRIVEN DECISIONS FOR CURRENT YEAR

Outcome	Summary of Data-Driven Decisions from Analyses Question 5 (modify table to fit your report)
1.1	
1.2	
2.1	
2.2	
3.1	
3.2	

APPENDIX

Copy/paste screenshots or narrative of blank instruments (e.g., rubrics, surveys, data report requests, prepared spread sheets, etc) here.

*For Tests/Exams, provide a test blueprint or list of the information found on the test, but **do not copy/paste the test here since this report is made available to the public.***