**Annual Program Assessment Report Template**

**Assessment Cycle: AY 2023-2024**

**Due: October 15, 2024**

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| **Program:** Click here to enter text. | **College/School:** Click here to enter text. | **Department/Division:** Click here to enter text. |
| **Submitted by:** Click here to enter text. | **Email:** Click here to enter text. | **Date:** Click here to enter text. |
| **The Annual Program Assessment process is designed by the UMKC, University Assessment Committee (UAC) to meet the Higher Learning Commission (HLC) Accreditation** **Criterion 4. TEACHING AND LEARNING: EVALUATION AND IMPROVEMENT expectations.** **HLC-accredited institutions must demonstrate responsibility for the quality of their educational programs, learning environments and support services and must document the evaluation of their effectiveness for student learning through processes designed to promote continuous improvement.** **4.A. The institution ensures the quality of its educational offerings.****4.B. The institution engages in ongoing assessment of student learning as part of its commitment to the educational outcomes of its students.****4.C. The institution pursues educational improvement through goals and strategies that improve retention, persistence and completion rates in its degree and certificate programs.*****Specialized Accreditation: Programs having specialized accreditation for which additional or separate assessment reports are written are asked to provide copies of those reports as relevant. (list of programs with specialized accreditation at*** [***https://info.umkc.edu/accreditation/specialized/***](https://info.umkc.edu/accreditation/specialized/)***)*** ***Directions:*** * ***In Part I, provide the requested information concerning the previous assessment cycle(s).***
* ***In Part II, provide information for the current assessment cycle:***
	+ ***In Table A provide the program’s mission statement and list all of the goals and student learning outcomes (SLOs)***
	+ ***In Table B provide the requested information for each SLO assessed during the cycle. (Add rows as necessary.)***
	+ ***In Table C, provide the requested information concerning the assessment process and plans to improve student achievement of the outcomes and/or assessment efforts.***
	+ ***NOTE: If assessment did not occur in this cycle, please provide explanatory information in Table D.***
* ***In Part III, provide information concerning next assessment cycle.***
* ***In Part IV, programs having specialized accreditation provide copies of assessment reports completed during the current assessment cycle.***
* ***Online programs must provide information that compares the achievement of the students in the online program with that of students taking the program in other modes.***
* ***Save the form in the program’s folder for the current assessment cycle in the UMKC Box application. The title of the saved document should include the program name, degree level, and assessment cycle, such as: Studio Art BA 2021-22.***
* ***Include the following files in the program’s UMKC Box application assessment folder for this assessment cycle:***

***1) copies of rubrics, exams, survey questions, or other instrument used to obtain assessment information;*** ***2) summary data tables (please ensure that students’ names are deleted prior to submitting the report); and*** ***3) evidence of faculty discussions concerning the interpretation of the assessment data and decisions to make programmatic alterations to enhance student learning and/or assessment plan revisions to improve the efficacy of the program’s assessment efforts.**** ***If the program’s student learning outcomes or curriculum has changed since the previous report, upload the current Curriculum Map to the program’s assessment folder in the UMKC Box application.***
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| **Part I: FOLLOW UP TO PREVIOUS ASSESSMENT CYCLE** |
| 1. **Status of Action Plan(s): Provide the status of the action plans identified in the previous assessment cycle(s). Particularly note if the program has assessed the impact of programmatic alterations on student learning. If action plans from previous cycles are still in process, provide the progress to date and anticipated date of completion.**
 |
| Click here to enter text. |
| 1. **Response to University Assessment Committee (UAC) Review: How did your program improve this year’s assessment process or strategies based on last year’s UAC review of your program’s annual assessment report?**
 |
| Click here to enter text. |

**Part II: CURRENT ASSESSMENT CYCLE**

**TABLE A: Mission, Goals, and Student Learning Outcomes**

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| **Mission Has the mission statement been revised since the last annual assessment report was submitted?** [ ] **Yes** [ ]  **No** **Where is your program publicizing this mission statement?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Click here to enter text. |
| **Goals:** (Insert additional rows as needed.) **Have the program goals been revised since the last annual assessment report was submitted?** [ ] **Yes** [ ]  **No** |
| Goal 1: | Click here to enter text. |
| Goal 2: | Click here to enter text. |
| Goal 3: | Click here to enter text. |

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| **Student Learning Outcomes** (SLOs): (Insert additional rows as needed.) **Have the SLOs been revised since the last annual assessment report was submitted?** [ ] **Yes** [ ] **No** |
|  | **Associated Goal(s)** |
| SLO 1: | Click here to enter text.  | Click here to enter text. |
| SLO 2: | Click here to enter text. | Click here to enter text. |
| SLO 3: | Click here to enter text. | Click here to enter text. |
| SLO 4: | Click here to enter text. | Click here to enter text. |
| SLO 5: | Click here to enter text. | Click here to enter text. |
| SLO 6: | Click here to enter text. | Click here to enter text. |

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| **TABLE B: ASSESSMENT PROCESSES: DATA COLLECTION AND ANALYSES FOR THE CURRENT ASSESSMENT CYCLE.** * INSERT ADDITIONAL ROWS IF NECESSARY.
* IF ALL INFORMATION REQUESTED IN TABLE B IS ALREADY AVAILABLE IN TABULAR FORMAT, PLEASE CHECK HERE [ ] **,** UPLOAD THE TABLE TO THE UMKC BOX FOLDER FOR THE CURRENT CYCLE, AND COMPLETE TABLE C AND PART III.
* SKIP TO TABLE D IF ASSESSMENT FINDINGS ARE NOT AVAILABLE.
 |
| **Student Learning Outcomes** | **Measures and****Targets for Achievement/Success Criteria****(Please attach copies of or links to rubrics, surveys, assignment guidelines, or other measures used.)** | **When and where were data collected?** | **Summary Results (Findings)****Was the target met?** |
| SLO: Click here to enter text.  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Was the target met? [x] Yes [ ] No |
| SLO: Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Was the target met? [ ] Yes [ ] No |
| SLO: Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Was the target met? [ ] Yes [ ] No |

**Table C: Assessment Processes: Evaluation and Discussion of Findings**

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| **C.1. Evaluation of the Findings: Who was responsible for summarizing and reporting the findings? Who participated in discussions concerning the findings? When?** |
| Click here to enter text. |
| **C.2. The Assessment Findings, those particularly related to Student Learning Outcomes, may be applied to Major, Minors or Emphasis areas within your program, please identify all appropriate. Please also indicate if a separate Program Assessment has been filed.** |
| Click here to enter text. |
| **C.3. Lessons Learned: What was learned from the findings and the assessment process? Was additional information (for example, student persistence - including gap analysis, market skills demand) considered?** |
| Click here to enter text. |
| **C.4. Communication of the Results: Indicate how the assessment findings and planned improvements are communicated to students and other stakeholders.** |
| Click here to enter text. |

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| **C.5. Specific Action Plan**  | **Implementation Timeline**  | **Deliverables (Such as revised Measure, Target, or Process)**  | **Implementation Notes and Outcomes** |
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| **Table D: If information was not provided in Tables B and C:**  |
| **Provide a brief explanation of the circumstances that prevented the program from engaging in assessment during the reporting cycle.** |
| Click here to enter text. |

**Part III: Next Assessment Cycle**

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| 1. **Identify progression challenges in the program (persistence from year 1 to year 2, high DFW courses, etc.) Data available:\_\_\_\_\_\_**
 |
|  Click here to enter text. |
| 1. **Which student learning outcome(s) will be assessed during the next cycle?**
 |
| Click here to enter text. |
| 1. **What challenges do you anticipate and how will they be addressed?**
 |
| Click here to enter text. |
| 1. **Assessment Plan: How will the assessment plan be improved?**
 |
| Click here to enter text. |

**Part IV: Specialized Accreditation**

* PROGRAMS HAVING SPECIALIZED PROFESSIONAL/DISCIPLINE ACCREDITATION SHOULD INCLUDE A COPY OF ANY PROGRAM ASSESSEMENT REPORTS CREATED DURING THE CURRENT ASSESSMENT CYCLE AND COMPLETE THE FOLLOWING.
* IF AN ASSESSMENT REPORT FOR THE PROGRAM’S SPECIALIZED ACCREDITATION IS AVAILABLE, UPLOAD THE REPORT TO THE UMKC BOX FOLDER FOR THE CURRENT CYCLE.
* ***Save the reports in the program’s folder for the current assessment cycle in the UMKC Box application. The title of the saved document should include the terms “Specialized Accreditation,” program name, degree level, and assessment cycle, such as: Specialized Accreditation Studio Art BA 2014-15.***
* WAS A PROGRAM ASSESSMENT REPORT COMPLETED DURING THE CURRENT ASSESSMENT CYCLE? ☐YES ☐NO
	+ IF “YES,” ANSWER QUESTION 1.
	+ If “NO,” ANSWER QUESTION 2.

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| 1. **For programs completing a specialized accreditation assessment report, briefly describe any additional actions taken or planned based on the results of this report (i.e., other than those described earlier.)**
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| Click here to enter text. |
| 1. **For programs not completing a specialized accreditation report, indicate whether a report was scheduled. If a report was not scheduled, indicate the next future cycle a report is scheduled to be completed. If a report was scheduled, but not completed, provide a brief explanation of the circumstances that prevented the program from engaging in assessment during the reporting cycle.**
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| Click here to enter text. |

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| **Glossary** |
| **Achievement Target/Success Criteria**:  overall level for acceptable performance in the aggregate on a student learning outcome |
| **Action Plan:** strategies and timeline for implementation for making programmatic alterations to enhance student learning achievement |
| **Findings:** assessment results, expressed in the aggregate, that indicate the level of student achievement of the learning outcome.  |
| **Goal:**  broad statement about desired ends; in general terms, what program graduates should demonstrate at the time of graduation or early in their careers. |
| **Measure:**  method to gauge achievement of identified outcome. Examples of direct measures include rubrics used to evaluate paper, project, field experience, or performance and specific exam questions. Indirect measures, such as surveys or exit interviews are also acceptable to supplement information obtained through direct measures. |
| **Mission:**  highest aims, intentions, and activities of the entity; the over-riding purpose.  |
| **Outcome/Student Learning Outcome:**  measurable statement that describes the skill or ability students will demonstrate at or near the time of graduation, or at the time of assessment. It is usually expressed as <one action verb> + <one something>. |