

TEMPLATE

For

Annual Report on the Measurement of Student Learning Outcomes For Ongoing Program Improvement

College of [NAME]
[NAME of DEAN], Dean
August 1, 2007

Contents

1. Assessment impact report from each department. Departments must use either the TRACDAT Assessment Impact report or the attached Word document entitled “Western Michigan University Assessment Impact Report” that includes the necessary categories/sections of the impact report. Please note that departments will need to complete a copy of the Word document for **EACH outcome** (i.e., student learning objective) **included in the department assessment plan.**
2. Memoranda from chairs of departments/units submitting assessment reports to the dean, answering three questions.
 - a. What specific actions were taken as a result of assessment data? In particular, how have academic programs or courses been affected?
 - b. What specific actions remain to be taken? By what date?
 - c. What changes, if any, were made to the departmental-level plan since July 1, 2005?
3. Memorandum from the dean to the provost, answering three questions.
 - a. Based on the evidence provided by the departments/units, evaluate unit-by-unit the implementation and use of assessment data. *In the event that programs in your college underwent a specialized program accreditation during 2006-07, for each such program summarize the visiting teams’ findings in terms of the assessment of student learning, plans to address the teams’ recommendations as needed, and the date(s) of the next visit(s)*
 - b. Based on your evaluation of the departments/units, identify the specific steps the individual departments/units and the college will take to address:
 - i. Full implementation of assessment plans
 - ii. Use of assessment data to improve programs
 - c. Based on your evaluation of the departments’ use of assessment data to improve programs, what measures will the college take in Academic Year 2007-2008 to foster a culture of assessment?

NOTE: The template for the report, as well as the form for the assessment impact report, is available on www.wmich.edu/poapa/uac