GUIDELINES

Program-level Assessment of Student Learning and Outcomes (ASLO) Year-End Reports
(Last Updated: December 1, 2014)

Year-End Report Content – All Year-End Reports will be submitted on the “Year-end Report Form: Undergraduate/Graduate Assessment of Student Learning Outcomes.” This report should clearly identify the program’s mission statement, all program goals and objectives, and when the objectives will be assessed within a five-year timeframe. The Five-year Plan includes:

**Heading Information** – Identify the academic year when data was collected, program facilitator (the people/person who managed the assessment and outcomes process), department, and degree program assessed.

**Use of Results from Previous Year** – List and describe programmatic adjustments made related to the ASLO Committee’s comments (See previous year’s ASLO rating letter).

**Mission Statement** – Include a departmental statement of educational philosophy/Mission Statement which is integrated with university’s mission of character and careers.

**Goals (3 – 6)** – Learning goals are broad statements derived from the educational philosophy which are not necessarily measurable.

**Measureable Learning Objectives (5 – 10)** – List measurable learning objectives developed from and directly aligned with the goals (e.g., Obj.1 – Goal I, etc.).

**Objectives Measured** – Identify two learning objectives that will be assessed each academic year within the five-year time frame. All objectives must be measured at least once in the five-year period. To satisfy other requirements, some programs may choose to measure several learning objectives every year (e.g., accrediting associations, etc.). The Assessment Committee, however, will only review and evaluate the two learning objectives identify for the given Year-End Report (e.g., 2012-2013).

**Means of Assessment** – **Two** means of measuring **each** learning objective are required annually.

- **Objective** - One method needs to be a direct and objective measurement (e.g., competency-based data demonstrating what students have learned).
- **Subjective** - The other method is an indirect method of measurement. This method provides data from the subject’s perspective (e.g., student satisfaction or post-graduate surveys).

Data for each Year-End Report must be collected and analyzed prior to September 30th. Include in Appendix A copies of all instruments (survey forms, rubrics, etc.) used to collect data.

**Criteria for Success** – Clearly state the criterion for determining success for each Means of Assessment measuring two student learning objective. This criterion must be in quantified terms (e.g., “75% of students measured will achieve an 80% or better”). Criterion for success stated in qualitative terms is not permitted for this report (e.g., “Most students earn a letter grade of “B” on the project”).

**Assessment Results** - For the year of the report, include the assessment data collected for each learning objective. Assessment results using percentages or averages must also indicate the number (N) of students on which the results were based.

Form GL120114
Use of Results - It must be evident from the Year-End Report that assessment results were analyzed and a departmental and/or program-level “use of results” plan was created. Based on the assessment results, identify planned program-level strategies to either improve or maintain student learning outcomes.

Plans for Next Year - Two objectives for the forthcoming academic year are to be submitted with the Year-End Report. The objectives are taken from your five-year plan. Also, Means of Assessment and Criteria for Success must be included with these objectives.

Appendices – Include one copy of each instrument used to assess each student learning objective.

- Appendix A – Instruments used for the current report.
- Appendix B – Instruments your program will use in the next academic year.

If a standardized instrument is used annually, please include it once and make a notation in the subsequent appendix.

Submission of Report – Year-end Reports are to be submitted electronically to D2L > Program-Level Assessment of Student Learning by September 30 of each year (e.g., Year-End reports for academic year 2013-2014 are due September 30, 2014).

Merge Documents - All information (Year-end Report and Appendices) must be merged into one document in one of the accepted file formats (doc, docx, rtf, or pdf) and attached in the D2L Drop Box.

Label Document – Label file document prior to submission (e.g., Department call letters_full program name_last name of report author_year). If the program is Global Online (GO), please add these letters after the last name.

Example: CED_Adult Clinical Mental Health_Patrick_2014.docx

Assessment of Year-End Reports – All Year-End Reports are evaluated by members of the University-Wide Committee for the Assessment of Student Learning and Outcomes (UW – ASLO). Results include ratings for the Year-End Report and approval of the Plan for Next Year (means of measurement and criteria for success for the identified objectives). Future modifications of the Plan will be expected as deemed necessary.

Notification of Results – Results will be made available to the program facilitators, department chairs and deans during the Fall semester.

Ratings Categories – Approved; Approved with Reservations; Needs Improvement; Not Submitted.

Resources – Additional materials and forms are available on D2L > Program-Level Assessment of Student Learning > Content. If you need assistance or have questions, please contact your College Coordinator for Assessment:

Education and Human Services (GRAD and UG):
Chris Harman Harman@calu.edu or Bonnie Laing Laing@calu.edu

Liberal Arts (UG):
Christina Fisanick Fisanick@calu.edu or Justin Hackett Hackett@calu.edu

Science & Technology (UG):
Joan Clites Clites@calu.edu

Graduate School (GRAD and Global Online):
Grafton Eliason Eliason@calu.edu or Peter Heh Heh@calu.edu