



### **Assessment Reports Guidelines**

Every academic year, Curricular and Co-curricular Program Representatives will complete an assessment report addressing the following:

1. Identify the student learning outcomes assessed during co-curricular activities that were meaningful and measurable.
2. Specify the General Education Goal(s) assessed during activities.
3. Indicate the assessment technique(s) used to measure the success of activities.
4. Describe the system used to compile and analyze the data.
5. Identify the changes that were or will be implemented in the curriculum and /or teaching methods to improve learning.
6. Detail how the assessment data was used to improve student learning. Activity supervisors report the results from this assessment to their peers annually, as detailed in their assessment plan. (Assessment Improvement Activities form)

Assessment Results: Create a chart like the example below for any assessments you use.

<b>Assessment w/ learning outcome.</b>	<b>Degree Program Associated with Assessment</b>	<b>Number of Students Assessed</b>	<b>Assessment Results</b>	<b>Future Action Based on Results</b>
Use step 1.	List your degree program.	Number of students who participated in the assessment. (N=X)	Use step 4 to describe the assessment results. List assessment results (data).	Use steps 5 and 6. Room for improvement: list assessment improvement(s) based on assessment results and/or practices. The idea is student success and degree field improvement.

- I. Assessment Analysis: Please briefly analyze the assessment results listed in the chart.
  
- II. Instructional and Program Changes: Please provide a description of any changes you will be making as a result of this assessment.