**PROGRAM ASSESSMENT**

**(Aligned to TaskStream Assessment Software)**

(**Note:** When completed, this entire report should be placed into Document Archive, “Attachment Section.”

Individual parts of the report should be entered into designated areas.)

Department

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Program

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Preparer/Contact Person & Department Chair

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**Directions: 1. Mission Statement (Program Description and Goals)**

**2. Learning Objective/Outcomes**

**3. Assessment Plan:**

**Outcomes to be assessed**

**Tools**

**Targets**

**4. Assessment Findings:**

**Finding per Measure**

**Overall Recommendations**

**Overall Reflection**

**5. Action Plan/Directions (“Closing the Loop”)**

**6. Status Report**

**TIP:** **When preparing for Program Assessment, you might want to discuss the following questions with your colleagues before engaging the assessment process:**

* What do we really want to know about our program?
* What do we hope to gain from assessing the programmatic outcomes?
* Are the PLO’s viable? Meaning, will asking students to perform these specific actions and measuring performance provide the information about student learning we are seeking?
* Do the materials covered in the courses of the program build upon one another?
* Are students given enough time to master the outcomes?

**Standing Requirements**

1. **Mission Statement (Program Description and Goals)**
2. **Learning Objective/Outcomes**

**Students completing the program in . . .**

1. **Document Archive**

Save this template and upload it in the archive area as: **Program name\_semester 2016-17\_final\_your initials\_**

**2016-2017 Assessment Cycle**

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1. **Assessment Plan: Outcomes to be assessed, Tools and Targets**

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| **Check Out** |
| **Mission Statement** (Should already be populated from the standing requirements- Edit if necessary) |
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| **Measures/Select Set** (Select existing outcome set and check off the ones to be assessed this cycle) |
|  |

**Tip: A capstone project allows for a broader assessment of your program. In some cases a well-designed project can address the program’s objectives *en masse*, revealing, for example, how/why related outcomes might be proving to be a challenge for students. If you have a “final class” in your program, you might be able to devise an assessment project that provides an integrated “wide-angle” view of student performance in the program.**

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| **Measures/Add New Measure** (Here you will provide information regarding your tools, your targets, and/or rubrics used for analysis) Add as many as necessary and if applicable. |
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| **Measure Title:**  **Measure Type/Method:**  **Measure Level:** |
| **Details/Description**  **Acceptable Target:**  **Ideal Target:**  **Implementation Plan (timeline):**  **Key/Responsible Personnel:**  **Supporting Attachments:** |
|  |
|  |
| **Measure Title:**  **Measure Type/Method:**  **Measure Level:** |
| **Details/Description:**  **Acceptable Target:**  **Implementation Plan (timeline):**  **Key/Responsible Personnel:**  **Supporting Attachments:** |
| **Check In** |

1. **Assessment Findings: Findings per Measure, Overall Recommendations, Overall Reflection**

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| **Check Out** |
| **Findings per Measure** |
| **Outcome 2** |
|  |
| **Measure Title:**  **Measure Type/Method:**  **Measure Level:** |
| **Findings:** |
| **Summary of Findings:**  **Results:**  **Recommendations:**  **Reflections/Notes:**  **Substantiating Evidence:** |
| **Findings per Measure** |
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| **Measure Title:**  **Measure Type/Method:**  **Measure Level:** |
| **Findings** for Student Performance at Departmental Music Expo (JUNE 3) |
| **Summary of Findings:**  **Results:**  **Recommendations:**  **Reflections/Notes:**  **Substantiating Evidence:** |
| **Overall Recommendation/Reflections**: |
| **Check In** |

1. **Action Plan: Directions on “Closing the Loop”**

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| **Check Out** (create an operational action plan) |
| **Mission Statement** (Should already be populated) |
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| **Actions/Select Set** (Should already be populated) |
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| **Add New Action 1:** |
| **Action Detail:**  **Implementation Plan (timeline):**  **Key/Responsible Personnel:**  **Measure:**  **Priority level:**  **Supporting Attachments:** |
| **Add New Action 2:** |
| **Action Detail:**  **Implementation Plan (timeline):**  **Key/Responsible Personnel:**  **Measure:**  **Priority level:**  **Supporting Attachments:** |
| **Outcome 6** |
|  |
| **Add New Action 1:** |
| **Action Detail:**  **Implementation Plan (timeline):**  **Key/Responsible Personnel:**  **Measure:**  **Priority level:**  **Supporting Attachments:** |
| **Check In** |

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1. **Status Report**

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| **Check Out** |
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| **Check In** |

**Revised 3.2.2017**