Annual Program Assessment Report (APAR) Template

Program: ________________________  School: ____________  Academic Year: ______

INSTRUCTIONS: At the end of each assessment cycle, the Assessment Coordinator should complete Section 1 through 6a. below. The completed report should be submitted to the Department Chair, who will review the results and recommendations, and will complete Section 6b. of the report. The final report will be (a) used as a guide to improving student learning, and (b) archived in Word document format with the Assessment Coordinator, Department Chair, Dean, ISAAC, and the office of Program Assessment and Institutional Research by the end of each academic year. The Department Chair will use information from cumulative annual reports to conduct periodic program reviews.

Section 1: Program and General Education Learning Outcomes/Objectives

Outcome 1. ___________________________________________________________________________

Outcome 2. ___________________________________________________________________________

Outcome 3. ___________________________________________________________________________

Section 2: Mapping
   a. Program Learning Outcomes [PLOs] to College Core Theme Objectives

Upload map here.

   b. Current Curriculum Map

Construct a curriculum map by listing the courses and identifying which introduce, develop and/or master information/material presented to students according to the PLOs and GE LOs.

Upload map here.

Evaluate the extent to which the program curriculum is coherent and structured in a logical, sequential, and consistent manner:

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

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   c. Web site links whereby these program learning outcomes/objectives are readily available to students, prospective students, and faculty:

__________________________________________________________________________________
Section 3: Measures and Use of Information

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<tr>
<th>Measures</th>
<th>Outcome 1</th>
<th>Outcome 2</th>
<th>Outcome 3</th>
<th>Use of the Information</th>
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<td>Upload instruments</td>
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*** Explain why these measures were selected. Include when instruments were applied, and how many students participated.

Section 4: Results

Upload Summary Data here. Summarize the three most important findings.

Section 5: Recommendations for Improving Assessment Processes (including GE Assessment) –
State what was effective and ineffective in the assessment process, and provide suggestions for improving.

__________________________________________________________________________________

Section 6a.: For Accreditation - Assessment Coordinator: State examples of action taken based on assessment data (including GE) to improve student learning.

__________________________________________________________________________________

Section 6b.: For Program Review / Budgeting and Planning – Department Chair: Outline the main recommendations and action plans from the previous academic program review. Mention the most noteworthy accomplishments and/or changes implemented prior to the current assessment cycle. State the findings, action plan, and budget request for resources from the current year’s assessment cycle. Explain how the proposed action plan builds upon past decisions. Consider Banner data (enrollments, number of majors, number of graduates, SCH, Student FTE, Faculty FTE, Student FTE to Faculty FTE) in your explanation, and discuss how the proposed action plan will improve the quality, viability, and sustainability of the program.

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