

New Assessment Reporting Schedule for Degree and Certificate Programs

(effective 2016-17 academic year)

All educational programs (degree and certificate) at GSU have been expected to submit comprehensive assessment reports on an annual basis. During the 2016-17 academic year, we will introduce a new assessment reporting schedule for those programs.

Under the new procedures, assessment reporting will shift to a three-year cycle. Each program will submit an assessment report each year, but the scope and content of each report will vary, depending on the place in the cycle. During years 1 and 2 of the cycle, programs will concentrate their efforts on collecting useful assessment data and provide a short report presenting their findings. During year 3, programs will focus on analyzing the findings gathered in the previous years and developing proposals for improving the program and the assessment process. They will submit a long report that describes the results of this analysis and how the assessment findings will be used for program improvement. Short reports will continue to be due early in the fall semester (September 15) following the assessment year in order to allow time for the compilation of findings, but long reports will be due at the end of the spring semester (May 1) of the assessment year.

Programs may continue to collect assessment data and analyze the findings every year, if they wish, but this will no longer be a requirement. Nevertheless, programs with small numbers of students will be encouraged to assess and report findings in a short report every year.

Short versus Long Report Comparison

Report Elements	Short Report (due September 15)	Long Report (due May 1)
Mission/Learning Goals	X	X
Student Learning Outcomes	X	X
Program Learning Opportunities		X
Methods and Targets	X	X
Findings	X	X
Analysis		X
Sharing and Discussion Process		X
Action Plans		X
Documents	X	X
X = required element		

The assessment schedule will be timed in such a way that it can contribute to the Academic Program Review (APR) process. Two three-year assessment cycles will be conducted during the seven-year APR cycle. The second third-year assessment report will be prepared in the year prior to the preparation of the corresponding unit's APR self-study. As a result, the findings and proposals contained in the report as well as the feedback received from assessment reviewers can be taken into account by the self-study committee, external reviewers, and APRC.

Assessment Reporting and APR

Year		Assessment	Academic Program Review
1	Cycle 1	Short report	Action plan
2		Short report	
3		Long report Optional short report	
4	Cycle 2	Short report	
5		Short report	
6		Long report Optional short report	Preparation for self-study
7		Optional short report	Submission of self-study report

Questions? Please contact John Duffield in the Office of Academic Assessment at Duffield@gsu.edu or 3-2615