

Assessment Report/Plan: Instructions and Important Information

Loyola University New Orleans

SECTION 1: MISSION STATEMENT

Current mission statement for the program. Must match internet, intranet and annual report.

SECTION 2: GOALS/OBJECTIVES/STUDENT LEARNING OUTCOMES (if applicable)

Goals:

Statements that describe what the program aims to achieve by the end of each academic year to support the university, college, department, office or unit mission. Must be specific, measurable and observable.

Objectives:

Statements that describe detailed aspects of goals (as defined above); can also describe the tasks to be accomplished to achieve the goals – the means to the end, the process leading to the outcome. Statements include a description of how the achievement of the objective supports the goal. Must be specific, measurable and observable.

Student Learning Outcomes:

Learning outcomes are the knowledge, skills, attitudes and habits of mind that students take with them from a learning experience by the end of a course, series of courses or at the program level. (Suskie) Must be specific, measurable and observable.

Program: Refers to any academic or non-academic entity to include: college, department, office, unit, center, institute, minor, etc.

SECTION 3: ASSESSMENT (What assessment tools are you using and how do they address the goals/objectives cited above?)

Assessment:

Process of identifying, gathering, preparing and analyzing data from multiple sources for program planning and accountability to increase students' learning and development and/or overall process improvement.

Assessment Tools:

Instruments used to gather data; examples include: surveys, interviews, focus groups, portfolio...

Section 4: WHERE ARE THE ASSESSMENTS LOCATED?

Where are the physical assessment tools and analysis summaries located (in the office, on the intranet, etc.)

SECTION 5: EVALUATION PROCESS (How were the assessments evaluated?):

Identify which parties will be involved in interpreting the assessment data. Describe the process.

SECTION 6: RESULTS (Links directly to Goals/Objectives in SECTION 2)

What you learned from the assessment and evaluation process; specifically, as it informs your goals, objectives and student learning outcomes.

SECTION 7: USE OF RESULTS (Examples of data-driven decision-making or modifications)

Data-driven decision-making:

How assessment results are used to initiate specific improvements. Include programs/systems that were modified based on the results of the assessment and evaluation process.

Assessment Report/Plan Help:

1. For assessment report template go to:
<http://academicaffairs.loyno.edu/effectiveness/forms>
2. For questions about assessment reports contact:
Any Assessment Support Team member or email the team at:
sacs@loyno.edu.
3. For questions (or problems) about the intranet – contact:
Donna Goforth – dgoforth@loyno.edu

Dates to remember:

8/30/2011 – date to inventory all intranet documents by colleges, departments and units

11/11/2011 – date for posting all Assessment Reports to the intranet.