

# Annual Program Assessment Narrative Report Guidelines

2014-2015 Academic Year

In June 2015 each program group submits drafts of the following documents for the program of study being assessed with the final versions due in September 2015 during pre-service:

1. Fall, Winter and Spring quarter program assessment matrices with columns 1-6 filled in. Columns 4-6 should contain brief listings of the findings, analysis of data and action or recommendation for the program.
2. The annual narrative report which synthesizes the information from the three quarters of program assessment matrices into a narrative form with elaboration.

The Annual Program Assessment Narrative Report should be approximately 2 pages in length and include the following four sections. Write the narrative as a stand-alone document such that a faculty member from another college could understand it.

## A. Description of the Assessment Process

Briefly (1-2 paragraphs) describes the context for the findings, analysis of data, and action or recommendation sections. This should be a synthesis and elaboration of the contents of column 2 in each of the program assessment matrices. Items to address:

- Describe the assessment strategies used (who, what, how, when) for each of the 2-3 program outcomes
- Describe how the findings and recommendations from the 2013 program assessment were addressed

## B. Discussion of Findings

Describe the findings, which are the combined results from collecting and analyzing the levels of performance of students, highlighting graduates, using the assessment strategy rubrics over the three quarters for the courses assessed. This should be an elaboration of the contents of columns 3 and 4 in the program assessment matrices for the three quarters. Items to address:

- Courses where the assessments took place and actual assessment results
- Numbers of students assessed (highlighting graduates) that achieved each of the accomplished, developing and beginning levels
- Whether the measurement goal was achieved or not for each of the outcomes

## C. Analysis of Data

Briefly discuss the findings and their meaning. This should be an elaboration of the contents of column 5 in the program assessment matrices. Items to address:

- Describe what the findings indicate about what the group of students learned and what they didn't learn (highlighting graduates)
- Discuss any additional findings, such as specific areas that stood out in the assessment process

## D. Action or Recommendation

Expected changes based upon the analysis of data (Be Specific). This should be an elaboration of the contents of column 6 in the program assessment matrix. Items to address:

- Specific changes in program design, outcomes, assignments, or other aspect of the program and how it is taught

## How the Annual Program Assessment Narrative Report Relates to the Program Assessment Matrices and to the Continuous Improvement Model

**Program Assessment Matrices:** The numbered columns of the program assessment matrices below relate to the same numbers in the program assessment narrative report and to the steps of the continuous improvement model, as shown in the diagram at the bottom.

Program Outcomes	Assessment Strategy (Who, what, how, when?)	Measurement Goal (expected results)	Findings (Actual results)	Analysis of Data (What students learned & what they didn't learn)	Action or Recommendation
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

**Program Assessment Narrative Report:** Columns 1 through 6 in the program assessment matrix relate to the four sections of the program assessment narrative report as follows:

- A. **Description of the Assessment Process** - Describe the strategies used (**2**) to assess each program outcome (**1**)
- B. **Discussion of Findings** - Describe the findings (**4**) and whether the measurement goal was achieved or not (**3**)
- C. **Analysis of Data** - Discuss the findings and their meaning (**5**)
- D. **Action or Recommendation** – describe expected changes in the program (**6**)

### Continuous Improvement Model:

