Writing the Annual Assessment Report

Annual Assessment Report – An annual assessment report documents a program’s assessment activities over the past year, including findings, analysis, and continuous improvement.

Findings:

Findings are your assessment information and data; the results gathered from your measures.

- For annual reporting purposes, a concise summary of these results is sufficient.
  - Detailed reports or spreadsheets can be attached.
- The language used to describe findings should be parallel to that used in the achievement target.
- **Examples:**
  - The overall mean score of our students exceeded that of the state average.
    - Programs mean score – 91.5%
  - 65 students attended the fall workshop, nearly doubling last year’s total of 34

Action Plans:

Action Plans are actions to be taken to improve student learning or enhance the program based on the analysis of results.

Action Plans are developed by asking the questions:

- What can we do to enhance the program?
- What can we do to help our students master a skill?
- **Examples:**
  - Revise curriculum for the capstone course
  - Change course requirements
  - Expand mentoring program