**ANNUAL DEPARTMENT SUMMARY ASSESSMENT REPORT**

Report contents

The annual department summary assessment report should include reporting on all of the following that apply to the year’s work:

* Program outcomes assessment completed based on the schedule of assessment and curriculum mapping
* Program review findings, recommendations, and action plan
* Program review follow-up to action plan
* Results of any surveys or certifications or other instruments

**This report should not include the full assessment reports that have been completed by the faculty members in the department; it is intended as a *summary* of assessment efforts only.**

Part 1

Provide a *summary* report on the status of program outcomes assessment:

* Outcome(s) assessed
* Findings
* Recommendations
* Action plan

Include the date of the faculty meeting when the action plan above was discussed and approved and, if available, minutes of the meeting. Also include appropriate curriculum map and schedule of assessment with report.

Part 2

Provide a *summary* report on academic program review, if applicable.

For each program reviewed, provide a summary of the following:

* Strengths
* Weaknesses
* Recommendations
* Action plan

Include the date of the faculty meeting when the action plan above was discussed and approved and, if available, minutes of the meeting.

Part 3

Provide a *summary* report on program review follow-up, if applicable:

* Action plan update, action item by action item
* Any new data and findings
* Any new recommendations

Include the date of the faculty meeting when the action plan above was discussed and approved and, if available, minutes of the meeting.

Part 4

Provide a *summary* report on any course assessment not specific to any one program, if applicable:

Course outcome(s) assessed

Findings

Recommendations

Action plan

If follow-up from previous year, indicate new findings, recommendations, and action plan

Include the date of the faculty meeting when the action plan above was discussed and approved and, if available, minutes of the meeting.

Part 5

Provide a *summary* report on results from any other assessment instruments, if applicable:

Certification examinations

Employer surveys

Alumni surveys

Student surveys

Advisory Board recommendations

Include the date of the faculty meeting when the survey results above were discussed, any recommendations that were developed in response, and minutes of the meeting, if available.