**Annual Departmental Plan Report**

***Amended for 2019-2020 Academic Year to Accommodate and Reflect Disruptions due to Pandemic***

***There are amended instructions through this document to reflect the special circumstances of this academic year (AY19-20), you will find these in red. As an institution and as departments we have learned that we can use our creativity to deliver learning even in the most difficult of circumstances. Some of the amended instructions as you to reflect on this for this report. This year’s annual report should also serve as a memorialization of the lessons learned.***

**Program Information**

Program/Department:

Department Chair:

Department Assessment Committee Contact:

***This file is to be kept in the department and an electronic file is due to the Director of Assessment by July 15 of 2020.***

**Special section for Spring 2020**

**Department Lessons Learned and Accomplishments**

In thinking through the change this semester report back on how the department adapted to mid-semester disruption. Reflect on actions that surprised you, on lessons learned that will help in the future, and major accomplishments before or after the disruption.

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**Program Learning Outcomes (PLOs) (Educational Objectives)**

1. **List all PLOs and the timeline for assessment.**

**For the Spring of 2020 you may leave this blank, unless you have had a major change that you feel requires reporting otherwise previous reports will be used for this year.**

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| **PLO #** | **PLO – Stated in assessable terms.** | **Where are the learning outcomes for this level/program published? (please specify) Include URLs where appropriate.** | **Timing of assessment (annual, semester, bi-annual, etc.)** | **When was the last assessment of the PLO completed?** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |

1. **PLO Assessment (Please report on the PLOs assessed and/or reviewed this year, programs should be assessing at least one each year.) Please report on at least one PLO for AY19-20.**

Using the table below, list and briefly describe the **direct method(s)** used to collect information assessing whether students are learning the core sets of knowledge (K), skills (S) and attitudes (A) identified as essential.

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| **PLO #** | **Assessment description (exam, observation, national standardized exam, oral presentation with rubric, etc.)** | **When assessment was administered in student program (internship, 4th year, 1st year, etc.)** | **To which students were assessments administered (all, only a sample, etc.)** | **What is the target set for the PLO? (criteria for success)** | **Reflection on the results: How was the “loop closed”?** |
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If applicable report on a PLO affected by the remote teaching disruption. You may report on this in a narrative using the space below, please address as many of the questions on the table as possible.

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**Summary of Findings:** Briefly summarize the results of the PLO assessments reported in Section II above combined with other relevant evidence gathered and show how these are being reviewed/discussed. How are you “closing the loop”?

Please reflect on changes that the department has had to engage in given changes to teaching modality and especially capstone experiences.

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| **Reflection Prompt** | **Narrative Response** |
| **Other than GPA, what data/ evidence is used to determine that graduates have achieved the stated outcomes for the degree? (e.g., capstone course, portfolio review, licensure examination)** |  |
| **Who interprets the evidence?**  **What is the process?**  **(e.g. annually by the curriculum committee)** |  |
| **What changes have been made as a result of using the data/evidence? (close the loop)** |  |

**Assessment Plan for Program/Department**

1. Insert the program or department Assessment Plan
2. Explain any changes in the assessment plan including new or revised PLOs, new assessments that the program/department plans to implement and new targets or goals set for student success.
3. If you do not have a plan, would you like help in developing one?

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

Yes

**University Data**

1. **SSC Data Complete only if significant interventions were completed.**

Indicate **at least one** Student Success Performance Measure that the department/program has identified for planned change or improvement. Freshman retention, bottleneck courses, graduation rates, at risk student retention etc.

As above if when you reflect on what the department implemented during this disrupted semester, are there any interventions that may have impacted a student success measure?

1. What was the focus this year?

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| **Student Success Measure**  **(data point from SSC)** | **Implemented Intervention** | **Update on Implemented Intervention**  **(i.e. change in target, satisfied with outcome, not satisfied, will continue or not)** |
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1. What will your focus be for the upcoming year?\*

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| **Student Success Measure**  **(data point from SSC)** | **Rationale for selection** | **Planned or Implemented Intervention** | **Current score/ Target Score** | **This measure was selected because of last Program Review or Accreditation (yes/no)** |
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\*Note: Since a department can monitor or review the same data point over multiple years, if this table is left blank the assumption will be made that the same data point will be monitored next year.

1. **Trend Data**

Indicate **at least one** Department Performance Measure that the program/department identified for change or improvement.

Number of graduates, number of majors, credit production, substitutions etc.

Reflect on what the department did this disrupted semester you may identify interesting interventions.

1. What was the focus this year?

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| **Department Performance Measure**  **(data point from Trend Data)** | **Implemented Intervention** | **Update on Implemented Intervention**  **(i.e. change in target, satisfied with outcome, not satisfied, will continue or not)** |
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What will be the focus next year?\*

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| **Department Performance Measure**  **(data point from Trend Data)** | **Rationale for selection** | **Planned or Implemented Intervention** | **Current score/ Target Score** | **This measure was selected because of last Program Review or Accreditation (yes/no)** |
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\*Note: Since a department can monitor or review the same data point over multiple years, if this table is left blank the assumption will be made that the same data point will be monitored next year.

**Program Review Action Plan or External Accreditation Action Letter/Report**

***Annual Reflection/Follow-up on Action Plan from last Program Review or external accreditation (only complete the table that is appropriate for your program)***

* 1. **Programs that fall under Program Review:**
     1. Date of most recent Review:
     2. Insert the Action Plan table from your last Program Review and give any progress towards completing the tasks or achieving targets set forth in the plan.

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| **Specific area where improvement is needed** | **Evidence to support the recommended change** | **Person(s) responsible for implementing the change** | **Timeline for implementation** | **Resources needed** | **Assessment Plan** | **Progress Made this Year** |
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* + 1. If you do not have an action plan, would you like help in developing one based on your last program review and needs of the program?

Yes

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

* 1. **Programs with external Accreditation:**
     1. Professional, specialized, State, or programmatic accreditations currently held by the program/department.
     2. Date of most recent accreditation action by each listed agency.
     3. Date and nature of next review and type of review.

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| **List key issues for continuing accreditation identified in accreditation action letter or report.** | **Key performance indicators as required by agency or selected by program (licensure, board or bar pass rates; employment rates, etc.)(If required.)** | **Update on fulfilling the action letter/report or on meeting the key performance indicators.** |
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