

# Annual Program Report 2024-2025

(For programs not using Planning & Self Study software for the annual report)

The report(s) should be inclusive of all levels, degrees (i.e. certificates, bachelor's and master's), modalities and locations.

Department:

Department Chair:

Department Assessment Committee Contact:

*This document is to be kept in the department and an electronic file is due to the AVP of Institutional Research and Planning by June 1, 2024.*

## Section I: Program Assessment (please complete this section for each program in your department)

Program: \_\_\_\_\_

### A. Program Learning Outcomes (PLOs) (Educational Objectives)

#### I. List of PLOs and the timeline for assessment

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.				

II. **PLO Assessment** (Please report on the PLOs assessed and/or reviewed this year. Programs should be assessing at least one each year.)

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.

PLO # (from above)	Assessment description (exam, observation, national standardized exam, oral presentation with rubric, etc.)	When assessment was administered in student program (internship, 4 <sup>th</sup> year, 1 <sup>st</sup> 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”?

*You may use this comment box to provide any additional information, if applicable:*

**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”?

Reflection Prompt	Narrative Response
<p><b>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)</b></p>	
<p><b>Who interprets the evidence? What is the process? (e.g. annually by the curriculum committee)</b></p>	
<p><b>What changes have been made as a result of using the data/evidence? (close the loop)</b></p>	

**B. Assessment Plan for Program/Department**

- I. Insert the program or department Assessment Plan (This is an independent plan from what is reported in this document).
- II. 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.
- III. If you do not have a plan, would you like help in developing one?  Yes

**C. Program Review Action Plan or External 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)*

**I. Programs that fall under Program Review:**

- i. Date of most recent Review:
- ii. 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.

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

- iii. 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

**II. Programs with external Accreditation:**

- i. Professional, specialized, State, or programmatic accreditations currently held by the program/department.
- ii. Date of most recent accreditation action by each listed agency.
- iii. Date and nature of next review and type of review.

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.

**Section II - Departmental Outcomes**

**A. Departmental Strategic Initiatives**

Accomplished Initiatives AY24-25 <small>Add more rows as needed</small>	Corresponding Strategic Plan Goal & Strategy <small>Goal # followed by Strategy # ex: 1.3</small>	Indicate (X) if a Diversity, Equity and Inclusiveness (DEI) Goal

<b>Planned Initiatives for AY 25-26</b> <small>Add more rows as needed</small>	<b>Associated Strategic Plan Goal &amp; Strategy</b> <small>Goal # followed by Strategy # ex: 1.3</small>	<b>Indicate (X) if a Diversity, Equity and Inclusiveness (DEI) Goal</b>

**B. Departmental Accomplishments and Reflection:**

*Take this section to reflect on--*

1. *24-25 Accomplishments not captured above*
2. *Initiatives that you may be considering for 25-26 academic year that you did not already capture above*
3. *Any other thoughts or information that you would like to share*