Annual Departmental Report
Amended for 2020-2021 Academic Year to Accommodate and Reflect Adjustments due to Pandemic

There are amended instructions throughout this document to reflect the special circumstances of this academic year (AY20-21) that you will find 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.

Program Information

Program/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 & Planning by June 1, 2021.*

A. Departmental Special Section for AY2021

Department Lessons Learned and Accomplishments
In thinking through the academic year, report on how the department adapted to changes brought on by the pandemic. Reflect on actions that surprised you, on lessons learned that will help in the future, and major accomplishments.

B. 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, 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"?

If applicable, use the space below to report on PLO assessment impacted by the move to remote learning.

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.

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)	

C. Assessment Plan for Program/Department

I.   Insert the program or department Assessment Plan

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

D. 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)

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.

E. Departmental Strategic Initiatives

Accomplished Initiatives AY 20-21 Add more rows as needed	Corresponding Strategic Plan Goal & Strategy Goal # followed by Strategy # ex: 1.3	Indicate if a Diversity, Equity and Inclusiveness (DEI) Goal
		☐
		☐
		☐

		▢

Planned Initiatives for AY 2021-22 **Add more rows as needed**	Associated Strategic Plan Goal & Strategy **Goal # followed by Strategy # ex: 1.3**	Indicate if a Diversity, Equity and Inclusiveness (DEI) Goal
		▢
		▢
		▢
		▢

F.   Departmental Reflection:
Take this section to reflect on--

1)   *Initiatives that you may be considering for 22-23 academic year that you did not already capture above.*

2)   *Reflect on how the department adapted to the pandemic. Reflect on actions that surprised you and on lessons learned that will help in the future.*