



Office of the Provost and
Senior Vice President

106 Anderson Hall
Manhattan, KS 66506 -0113
785-532-6224
Fax: 785-532-6507

To: Deans, Department Heads, CARC members,
Assessment Point Persons, University Assessment Facilitators

From: Ruth Dyer, Interim Provost

Date: September 29, 2009

Re: Annual Progress Reports on Assessment of Student Learning

As the Office of Assessment finalizes their review of the Annual Progress Reports (APRs) on Assessment of Student Learning for the 2007-2008 academic year, I personally thank you for the outstanding commitment made to the assessment of student learning on our campus. As we begin preparations for the next cycle of APRs, there are a number of items I wish to bring to your attention.

The APRs for undergraduate degree programs that reflect activities during the 2008-2009 academic year are due in the office of the respective College Dean on March 1, 2010. The template and several examples of reports can be found on the Office of Assessment web site at <http://www.k-state.edu/assessment/plans/annreport/index.htm>. Each report should not exceed five (5) pages in length. A summary of this report and updated SLOs with accompanying alignment matrix are to be accessible on your department web site (within two clicks of the departmental home page).

As of 2008, reporting for graduate programs is on a different schedule, related to the KBOR Program Review cycle.

All certificate and minor programs are to submit an Annual Progress Report on student learning. If the coursework for these programs replicate a portion of a major program, simply include this data with the major program APR. If these programs are independent of the offering of a major program, an independent APR must be submitted. In addition, accredited undergraduate programs have the option of utilizing their annual accreditation reports to convey assessment of student learning. Updated templates for Annual Progress Reports, evaluation rubrics, and College Summary Reports are available on the Office of Assessment web site at <http://www.k-state.edu/assessment/process/index.htm>.

The following schedule will apply to the 2010 process:

March 1	Reports due to Deans/Graduate School
June 1	Copies of approved reports and college summaries due to the Provost
October 1	Feedback from the Office of Assessment to College/Departments
November 1	University summary from Office of Assessment due to the Provost

The Office of Assessment (2-5712) is available for consultation as reports are prepared. If you need assistance, please contact Frederick Burrack (fburrack@k-state.edu) or Steve Hawks (sjhawks2@ksu.edu) to set up an appointment.

Your continued attention to the improvement of student learning is appreciated.