IMPORTANT INFORMATION about this year's assessment reporting

This Spring 2026, K-State will submit our mid-cycle accreditation review to the Higher Learning Commission (HLC), and it is essential that several things occur in this year's assessment reporting for undergraduate programs. Please review the steps and prepare for a successful reporting cycle for your program.

1. **Confirm the accuracy of your program outcomes and assessed indicators (updates due August 15)**: The Office of Assessment keeps track of all program outcomes in Canvas, even when data is collected elsewhere. Please review the outcomes at this link: Program Outcome Dashboard
   a. At the top of the page, select the College, Department, and your Program to filter down to your outcomes.

COLLEGE	DEPARTMENT	PROGRAM
College of Agriculture	All	All

   b. The page titled 'Category List' is the outcome categories listed for your program. If they are incorrect or need editing, please send revisions to assessment@ksu.edu. Please make the outcome category sufficiently descriptive so that a reviewer will know the learning area to be assessed. (e.g., '*Outcome 1*' is not clear as to what is being assessed. A better description would be '*1. Appropriate written communication skills for success as an airline pilot.*')
   c. Then look at the page titled 'Assessed Indicators.' You will see the various assessed indicators that make up the outcome category. Many times, outcome categories are comprised of multiple assessed indicators (often seen as a line on a rubric, or a set of more descriptive outcome statements). Whether your program assesses the outcome category with one assessment measure or multiple (e.g., rubric, assignment score, etc.), it is important that these indicators are descriptive of the learning expectation. Please look at the assessed indicators currently in the system and send updates to assessment@ksu.edu if needed.
   d. If your program or your outcomes are not visible, please send your program outcomes to assessment@ksu.edu so they will be included in the report.
2. The Assessment of Student Learning report for undergraduate programs is already available at this link: ASL Report tool. Your outcome categories will be imported into your report, and it will be essential that every program identifies for each outcome

(or at least a reasonable portion of your program's outcomes if it is the custom to rotate assessments among academic years) how many students were assessed last year and the percentage of those students that met or exceeded expectations. You will also need to indicate the type of measure used.

Program Outcomes	Total # of students assessed	% met/exceeded expectations	Measurement tools
Add SLO 1 here	Ex: 12	Ex: 85%	Ex: Rubric, exam scores, assignment scores
Add SLO 2 here, if applicable			
Add SLO 3 here, if applicable			
Add SLO 4 here, if applicable			
Add SLO 5 here, if applicable			
Add SLO 6 here, if applicable			
Add SLO 7 here, if applicable			
Add SLO 8 here, if applicable			
Add SLO 9 here, if applicable			
Add SLO 10 here, if applicable			

    a. For the programs that use Canvas and have their data in Power BI dashboards, this will be very easy, as is provided in the graphs in your individual program dashboard.

    b. If you collect your program's data manually, you will need to use your data to complete the table.

    c. If you have not been formally assessing, your program will need to go back into last year's course assessments and report the number and percentage, the best that you can. **It is essential that every program reports this year and continues to do so in the future.** Please contact the Office of Assessment if you need assistance with completing this year's Outcomes Assessments.

3. The other components required in the Assessment of Student Learning report are the same as in former years, but all are important for the institutional accreditation through the Higher Learning Commission (HLC):

    a. A narrative describing the instructional, curricular, and/or assessment process changes made this past year.

    b. A narrative describing the analysis of the data you collected for each outcome and the benchmark expectations you hold for your students.

    c. Instructional, curricular, and/or assessment revisions you plan to make based on your assessment findings. This is where you will indicate if you did

not provide data for every outcome, the plans, or sequence for assessing all outcomes in the future.

d. At the bottom, you will find the Office of Assessment's feedback provided to your last year's APRR report on student learning.

IMPORTANT NOTE:

If your program has collected data through Canvas Outcomes and does not have Power BI tables to see the data, don't hesitate to get in touch with assessment@ksu.edu to create the tables for you.

We encourage all programs to integrate the assessment scoring of outcomes through Canvas to facilitate the automation of data collection and reporting. The Office of Assessment will work with you and your faculty to enable this integration.