

Co-Curricular Assessment Report Overview

The purpose of assessment reports is to identify, present, and acknowledge the great work completed by each of us and our offices/programs. Using this template allows for your work to be uniformed and easily understood. There are no boxes or length goals, you should write what is needed to provide an adequate picture of the assessment. This document further explains elements of the report.

Assessment Goals

These goals are specific about the assessment work the office/program is doing or wants to do. The goal should not only be valuable to the individual office but to your division as a whole.

Outcomes Selected for Assessment

List the outcomes you chose to assess during the past year. These outcomes do not need to be student learning outcomes, but instead can also be outcomes focused on the office, staff outcomes, or other assessable outcomes.

Executive Summary

To allow administration, other offices, ourselves as a reminder, or other stakeholders to get a quick picture of the assessment report, an executive summary needs to be completed. Executive summaries should touch on the main points of the report, highlighting what was done, how it went, what you make of the data, and what the future holds.

For Outcomes Reporting:

Assessment Methods

How did you assess the outcome? Possible methods would be surveys, listening sessions, observations, etc.. This should cover how you measure what you did.

Assessment Data

This selection is only for the data collected. Data should be reported in whatever fashion is most appropriate (tables, graphs, etc.). Data should be presented in a meaningful way and related directly to the assessment of the outcome.

Assessment Analysis

What does the data show? Analyze what you've presented about and make meaning of it for the readers.

Conclusion

What conclusions can be made from your analysis? Did you achieve the intended outcome? What does your data say about the outcome? This should also include any new questions you now have.

Programmatic Results

This section is to talk about the overall results and how they related to the office/program and recommendations moving forward for the office/program.