

# Graduate Certificate Review Process

## Part 1: The Assessment of Student Learning (ASL) report

A template for the ASL report is available on the Office of Assessment website:  
<http://www.k-state.edu/assessment/reporting/grad.html>

The ASL report includes:

- A. Program Information  
Department, Program, Contact Name, Contact email and Program assessment website.
- B. Outcome Reporting  
Student Learning Outcomes, Assessment Methods, Results, and Supplemental Documents.
- C. Program Self Review  
Faculty review of assessment data and process, program improvements, future plans, and a summary paragraph of the report.

## Part 2: Graduate Certificate Review Report (GCRR)

The following information should be presented in a separate document for each certificate offered by an academic unit. The GCRR, addressing items 1 through 4 below, should not exceed two pages.

- 1. Introduction
  - A. College(s) and Department(s) involved.
  - B. Person(s) responsible for preparing the report.
  - C. *Brief* description and history of the certificate program.
- 2. Certificate Description/ Purpose
  - A. *Brief* statement of the goal(s) or mission of the certificate program. Discuss if the goal(s) has/ have changed since the certificate program was initially approved.
  - B. *Brief* statement of the relationship of the certificate program to other academic degrees in the College, University, and State, as appropriate.
  - C. *Brief* statement of the uniqueness of the certificate program, as appropriate, to the College, University, Regents System, State, Region, and Nation.
- 3. Self Evaluation of Faculty and General Programs
  - A. *Briefly* describe how teaching and scholarly activities of participating faculty contribute to the goal(s) and student learning outcomes of the certificate program. If any curricular changes have been implemented since the certificate program was initially approved, *briefly* describe them.
- 4. Student Enrollment and Completion
  - A. *Briefly* indicate the student demand for the certificate program. Measures of demand may include numbers of students seeking the certificate and the number completing the certificate during the period of the review. Indicate the number of students completing the certificate program as non-degree, if any, compared to those completing the certificate program while pursuing a graduate degree.

The ASL report will be reviewed by the Office of Assessment and the Associate Dean of the Graduate School. The revised (if necessary) ASL report and GCRR will be reviewed by the Graduate Council Assessment and Review Sub Committee and the Associate Dean of the Graduate School.