**Cohort I 2024 Program Reporting Checklist Cover Sheet:**

**NEW 2024: Checklist!**

**Non-Accredited Programs: FULL REPORT**

Please complete this checklist to ensure that you have included all the necessary materials in your report.

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| **Program and degree(s) offered:** |
| **Program/degree assessed in *this* report:** |
| **Department Chair:** |
| **Form completed by:** |

**A.**

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| **Provide the URL to published program student learning outcomes on program’s website:** | Insert URL Link:  **If not available, please explain:** |

**B.**

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| **Curriculum Map** | |
| **Check as you go:**  **Is the most recent curriculum map included?**  *If needed, the curriculum map template can be found* [*here*](https://web.uri.edu/wp-content/uploads/sites/1970/Curriculum-Map-Template-1.docx)*; email* [*assess@uri.edu*](mailto:assess@uri.edu) *for past maps as needed.*  **Program Student Learning Outcomes:** (reference the curriculum map)  **Do the outcome(s) examined in Section I link to three or more courses or curricular requirements in the map?**  *Outcomes linked to multiple courses provides opportunity to develop breadth of knowledge and skills.*  **Does the outcome have an impact on the curriculum at three**  **levels of learning: Introduced, Reinforced, and Emphasized?**  *Different levels of impact provide opportunity to develop depth of knowledge and skills.* | Yes  No  If no, please explain:  What is the date of the map submitted?  Yes  No  Notes:  Yes  No  Notes: |

**C.**

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| **Report Sections** | **Number of Outcomes Examined** |
| **Section I\* (required each cycle):** Typically presents a new outcome(s) examined since the past round of reporting. Expectation is at least ONE new learning outcome is examined each cycle, or examined in a new way.  ***TIP***: Check prior report(s) to see which outcomes have already been examined. |  |
| **Section II\* (required ONLY if prior report indicated *recommendations for change* and improvement):** This section documents “closing the loop” and reassessment after changes were implemented)  ***TIP*:** Reference the last column of Section I of the past report for recommendations made which required follow-up to “close the loop” (implement the change; measure the impact). |  |

*\*Some exceptions may apply if a program is exempt from a Section (e.g., major curricular overhaul, etc.). Please contact the Assessment Office,* [*assess@uri.edu*](mailto:assess@uri.edu) *to discuss this further.*

**D.**

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| **Supporting Materials** | **List of Supporting Materials** |
| **Does the report include supporting materials?\***  If so, list the supporting/supplemental materials that are provided in addition to this report template and curriculum map: *(Examples may include rubrics, surveys, exam questions, assignment instructions, etc.)* |  |

*\*Actual student work should not be submitted.*

**(Optional) Additional information that will help in the review of this report:**

**Section I: Assessment Report**

**Assessment of programmatic student learning outcome(s) – Understanding Student Learning**

Please read the instructions *carefully;* if helpful to copy/paste bullet points into the rows below to ensure completeness.

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| **Program and degree(s) assessed:** | **Department Chair:** |
| **Reporting Year: 2024** | **Form completed by:** |

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| **Outcome(s) Examined** | **Data/Evidence** | **Evaluation Process** | **Results &**  **Reflection** | **Recommendations & Action Steps** |
| **Which program student learning outcome(s) was assessed during *this* reporting period? Generally, programs review 1-5 outcomes per reporting period. Quality is preferred over quantity.**  **Provide:**   1. **the entire student learning outcome(s)** 2. **the student learning/research question being asked with regard to each outcome (i.e., why the program is studying this outcome, or a certain aspect of this outcome).**   **Examples of learning outcomes and learning/research questions, go** [here.](https://web.uri.edu/atl/sample-outcomes/) | **For each outcome, indicate what data/evidence\* (other than grades) were used to determine the impact of the change? Note: direct evidence is required; indirect evidence is optional (see** [**types of evidence**](https://web.uri.edu/atl/types-of-evidence/) **for examples).**  **Provide:**   1. **type of artifact/evidence of student learning\*** 2. **student sample:**     1. **include # of students sampled (use a relevant sample size);**    2. **indicate how the sample size represents the population of interest (the population to whom the results will be generalized)** 3. **course & time sample:** 4. **where in curriculum the outcome was assessed - which course(s), section(s) or program requirement;** 5. **which semester(s)/year** | **What method(s) or process(es) were used to evaluate student work?**  **Provide:**   1. **Evaluation tool; level of achievement**    1. **evaluation tool or instrument used to assess student work (attach)\*\***    2. **expected level of student achievement of the outcome** 2. **who applied the evaluation tool and how was the assessment process was conducted \*\*\*** 3. **who interpreted the results of the evaluation process\*\*\*\*** | **What were the results of the analysis of the assessment data?**  **Provide:**   1. **analysis of the results including the identification of patterns of weakness or strength** 2. **quantitative/qualitative analysis**    1. **quantitative results, include a comparison of expected level of student achievement to actual level of student achievement**    2. **qualitative results if/when appropriate** 3. **reflection & conclusion(s)**    1. **include how and when the results will be shared with the program/stakeholders**    2. **reflection and conclusions about results (include all results whether favorable or unfavorable)** | **Are there program recommendations for change based on the results?**  ***If yes:***  **Provide:**   1. **address whether the results will be/have been used in decision-making and planning**   **Timeline:**   1. **A specific and reasonable timeframe for implementing the change and for re-assessing the impact of the change should be provided.**    1. **program’s recommendation(s) for change(s) planned**    2. **timeline for program to implement the change(s)**    3. **timeline for program to assess the impact of the change(s)**   ***If no*, program expectations met (noted in Results & Reflection):**  **Indicate: N/A** |
| Outcome 1:  1. Entire outcome:  2. Learning/research question: | 1.  2a.  2b.  3a.  3b. | 1a.  1b.  2.  3. | 1.  2a.  2b.  3a.  3b. | 1.  2a.  2b.  2c. |
| Outcome 2:  1. Entire outcome:  2. Learning/research question: | 1.  2a.  2b.  3a.  3b. | 1a.  1b.  2.  3. | 1.  2a.  2b.  3a.  3b. | 1.  2a.  2b.  2c. |
| Outcome 3:  1. Entire outcome:  2. Learning/research question: | 1.  2a.  2b.  3a.  3b. | 1a.  1b.  2.  3. | 1.  2a.  2b.  3a.  3b. | 1.  2a.  2b.  2c. |
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(Extra rows included above – not necessary to fill out all rows; **completion of all columns for each outcome examined is expected**.)

**Section II. Assessment Re-Evaluation Report**

**Closing the Loop: Implementing change and reassessing for impact**

**Section II is used to document the effectiveness of changes made based on *results reported in prior reports.***

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| **Program and degree(s) assessed:** | **Department Chair:** |
| **Reporting Year: 2024** | **Form completed by:** |

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| **Outcome(s) from previous report** | **Follow-up on Program’s Prior Recommendations** | **Data/Evidence** | **Evaluation Process** | **Results & Reflection** | **Recommendations & Action Steps** |
| **Based on program’s previous assessment report findings and recommendations:**  **Provide:**   1. **indicate each student learning outcome(s) that was identified for re-evaluation in Section I of the prior report (listed in the final column of the prior report)** 2. **provide the student learning/research question that was explored for each outcome (listed in the first column of the prior report)** | **For each outcome identified:**  **Provide:**   1. **description of the program’s recommended change(s) in a prior report, and date report was submitted (found in the last column of Section I)** 2. **whether the change was implemented or not (if so, include date; if not, indicate why not).** 3. **How program assessed the impact of the change if implemented: were there student learning gains?**   **Note: if an assessment process or structural program change (rubrics, facilities, etc.) was made, no further sections may need to be completed at this time. Please provide the explanation.** | **For each outcome, indicate what data/evidence\* (other than grades) were used to determine the impact of the change? Note: direct evidence is required; indirect evidence is optional (see** [**types of evidence**](https://web.uri.edu/atl/types-of-evidence/) **for examples).**  **Provide:**   1. **type of artifact/evidence of student learning\*** 2. **student sample:**     1. **include # of students sampled (use a relevant sample size);**    2. **indicate how the sample size represents the population of interest (the population to whom the results will be generalized)** 3. **course & time sample:** 4. **where in curriculum the outcome was assessed - which course(s), section(s) or program requirement;** 5. **which semester(s)/year** | **What method(s) or process(es) were used to evaluate student work?**  **Provide:**   1. **Evaluation tool; level of achievement**    1. **evaluation tool or instrument used to assess student work (attach)\*\***    2. **expected level of student achievement of the outcome** 2. **who applied the evaluation tool and how was the assessment process was conducted \*\*\*** 3. **who interpreted the results of the evaluation process\*\*\*\*** | **What were the results of the analysis of the assessment data?**  **Provide:**   1. **analysis of the results including the identification of patterns of weakness or strength** 2. **quantitative/qualitative analysis**    1. **quantitative results, include a comparison of expected level of student achievement to actual level of student achievement**    2. **qualitative results if/when appropriate** 3. **reflection & conclusion(s)**    * 1. **include how and when the results will be shared with the program/stakeholders**      2. **reflection and conclusions about results (include all results whether favorable or unfavorable)** | **Overall, were the changes effective?**  ***If yes:***  **Provide:**   1. **address whether the results will be/have been used in decision-making and planning** 2. **A specific and reasonable timeframe for implementing the change and for re-assessing the impact of the change (if applicable)**   ***If no:***  **Provide:**   1. **program’s recommendations for future plans to improve student learning results** 2. **date/timeline for action and re-assessment** |
| Outcome 1  1. Provide entire outcome: | 1.  2.  3. | 1.  2a.  2b.  3a.  3b. | 1a.  1b.  2.  3.  5. | 1.  2a.  2b.  3a.  3b. | 1.  2. |
| Outcome 2:  1. Provide entire outcome: | 1.  2.  3. | 1.  2a.  2b.  3a.  3b. | 1a.  1b.  2.  3.  5. | 1.  2a.  2b.  3a.  3b. | 1.  2. |
| Outcome 3:  1. Provide entire outcome: | 1.  2.  3. | 1.  2a.  2b.  3a.  3b. | 1a.  1b.  2.  3.  5. | 1.  2a.  2b.  3a.  3b. | 1.  2. |
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Extra rows may be added or deleted as needed; complete all columns for each outcome noted in column 1.