

**Instructions**  
**UNM Academic Programs/Unit Combined Assessment Plan and Report Template**  
**The University of New Mexico**

**Instructions:** This assessment plan and report template guides the creation of three-year assessment plans that will be used to assess academic student learning outcomes as well as assists with the reporting of the assessment of student learning outcomes for academic degree and certificate programs at UNM. If you have any questions about either the plan or the report templates, please contact the Office of Assessment at [assess@unm.edu](mailto:assess@unm.edu) or (505) 277-4130.

**Note: While developing the plan, consider that not every SLO needs to be assessed every year; however, over a three-year period, every SLO should be assessed.**

- Assessment plans should include clear differentiations between degrees (i.e., certificate, bachelor, master's, and/or doctoral).
- Assessment plans should be reviewed and approved at the college/school/branch level by the College Assessment Review Committee (CARC) or equivalent.

**Overview:** The template is divided into three parts:

**Part I: Cover Page (Page 3)**

Part I of the template serves as the cover page. Please provide all of the information requested for the cover page.

**Part II: Assessment PLAN (Pages 4-8)**

Part II of the template requests information on the student learning outcomes, program's goal(s), UNM Student Learning Goals, assessment measures, performance benchmarks, and student population(s) within the table. It is followed by a narrative section that contains four questions that inquire about the assessment artifact, the SLO review schedule, plans to review and analyze the data, and how the results will be distributed.

**Part III: Assessment REPORT (Pages 9-13)**

The first section of Part III requires a narrative response about last year's assessment report, the changes implemented, and the revisions to the assessment process that were generated. Section two is a table that requires the user to copy and paste the SLOs (from the already-completed PLAN), that were assessed this year. The table requests a description of the actual student population that was used, and results. Section 3 of the REPORT template is a narrative section that contains four questions that inquire about participation, data analysis, recommendations, and distribution of information.

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Please submit the UNM Academic Programs/Unit Combined Assessment Plan and Report Template according to your internal unit submission procedures. If your unit does not have an internal submission procedure, please submit directly to the UNM Office of Assessment Digital Repository ([http://assessment.unm.edu/Calendar/1\\_19-repository-how-to-.pdf](http://assessment.unm.edu/Calendar/1_19-repository-how-to-.pdf)). Please include all documents, forms, and appendices in one file. **Please do not upload documents to the repository in a ZIP file.**

**Please delete this instruction page before submitting.**

**Part I: Cover Page**  
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**SECTION I-1**

**College, Department and Date:**

College/School/Branch Campus:

Department:

Date:

Active Plan Years (select the three year cycle that applies):

AY16/17-18/19

AY17/18-19/20

AY18/19-20/21

AY19/20-21/22

**Academic Program of Study:\***

Degree or Certificate level:

Name of the program:

*Note: Academic Program of Study is defined as an approved course of study leading to a certificate or degree reflected on a UNM transcript. A graduate-level program of study typically includes a capstone experience (e.g. thesis, dissertation, professional paper or project, comprehensive exam, etc.).*

**Contact Person(s) for the Assessment Plan (include at least one name, title and email address):**

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**Dean / Associate Dean / CARC Approval Signature:**

**Part II: Assessment PLAN**  
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**SECTION II-1**

**Please identify at least one of your program goals:**

Program Goal #1:

Program Goal #2:

Program Goal #3:

Program Goal #4:

Program Goal #5:

Need help formulating your Program Goals? [Click here](#) for additional information provided by the UNM Office of Assessment and Academic Program Review.

Please use the grid below to align your program goals to your student learning outcomes and assessment plans:

<b>Student Learning Outcomes (SLOs)</b> <i>For each row in the table, provide a SLO. If needed, add more rows. A SLO may be targeted by or aligned with more than one program goal. If a program awards more than one degree (i.e., B.S., M.A. etc.), the SLOs for graduate and undergraduate must be different. Graduate degree SLOs must be different (Master ≠ Doctorate). For additional guidance on SLOs, click <a href="#">here</a>.</i>	<b>Program Goal #</b> <i>Please list the Program Goal(s) that the SLOs are aligned under. Use the numbering system (1,2,3..) assigned above.</i>	<b>UNM Student Learning Goals</b> <i>Check as appropriate:                      K=Knowledge;                      S=Skills;                      R=Responsibility</i>			<b>Assessment Measures</b> <i>Provide a description of the assessment instrument used to measure the SLO.                       For additional guidance on assessment measures, click <a href="#">here</a>.</i>	<b>Performance Benchmark</b> <i>What is the program’s benchmark (quantitative goal/criteria of success for each given assessment measure)? State the program’s “criteria for success” or performance benchmark target for successfully meeting the SLO (i.e., At least 70% of the students will pass the assessment with a score of 70 or higher.)</i>	<b>Student Population(s)</b> <i>Describe the sampled population, including the total number of students and classes assessed. See note below.</i>
		K	S	R			




d. What is the process you will use to communicate and implement your assessment results?





<b>SLOs (from PLAN above)</b>  <i>SLOs are from your entries in the PLAN above that were <b>measured during this year</b>:</i>	<b>Student Population</b>  <i>Describe the sampled population, including the total number of students and classes assessed.</i>	<b>Results*</b>  <i>State whether the performance benchmark was met, not met, or exceeded AND the total number of students assessed (i.e., Exceeded, 95 out of 111 (86%) students)</i>  <i>For additional guidance on reporting results, <a href="#">click here</a>.</i>

SLOs (from PLAN above)	Student Population	Results*

NOTE: An asterisk (\*) denotes that relevant data/evidence must be included for that column (refer to the “Annual Assessment Cycle Process” diagram for guidance). Evidence associated with program improvements/changes that are actually made or implemented have to be provided the next academic year/assessment period.



