**Program Reporting Template**

**College of Arts and Sciences**

**University of New Mexico**

**Note: Please delete this and any other explanatory page(s) before submitting the report.**

**Introduction:** The following template provides the guidelines for annually reporting the assessment of student learning outcomes for academic degree and certificate programs in the College of Arts and Sciences at UNM.

All academic programs should have an assessment plan and process that: 1) reflects the six steps of a continuous assessment cycle (refer to the [“Annual Assessment Cycle Process”](http://artsci.unm.edu/for-faculty/assessment/files/assessment-cycle-revision-2014.pdf) diagram for guidance) and 2) includes at least one program goal, three student learning outcomes (SLOs), and three key program assessment measures (there should be both indirect and direct measures).

**Note: Every SLO does not need to be assessed every year; however, over a three-year period, every SLOs should be assessed.**

The template is divided into two parts.

Part I

The first part serves as the cover page. Please provide all of the information requested.

Part II

The second part of the template asks for information on the program’s assessed goal(s), student learning outcomes, assessment measures, results and analysis, and recommendations for program improvement and/or changes.

NOTE: Please delete this page as well as the report body explanatory page. In addition to completing the body of the report, please include the requested information in each Appendix at the end.

Degree/Certificate Program Assessment Report

College of Arts and Sciences

The University of New Mexico

*Part I: Cover Page*

|  |  |
| --- | --- |
| **Name of Degree or Certificate Program** | **Degree Level**  *(Certificate, Associate, Bachelors, Master’s, etc.)* |
|  |  |

Name of Academic Department (if not a standalone program):

Name of College/School/Branch:

Academic Year/Assessment Period:

Submitted By (include email address):

Date Submitted to College/School/Branch for Review:

Date Reviewed by College Assessment and Review Committee (CARC) or the equivalent:

State whether ALL of the program’s student learning outcomes (SLOs) are assessed over one year, two years, OR three years:

If the program’s SLOs are targeted/assessed/measured within two years or three years, please state whether this assessment record focuses on SLOs from the first year, second year, or third year of your assessment cycle:

Describe the program changes that were implemented during this reporting period in response to the previous period’s assessment results. Please include evidence of implemented changes in an appendix:

Describe any revisions to your assessment process that you made for this reporting cycle and/or plan to make for future reporting cycles:

*Part II: Report Body*

This page explains what should go in each section of the Report Body. Please complete your reporting on the subsequent pages and delete this explanatory page before submitting the report. You should complete this section for each of the SLOs assessed for the academic year you are reporting on. If you assessed three SLOs, you will complete this section three times. It is okay if there is some overlap between the sections.

|  |  |  |
| --- | --- | --- |
| **Program Goal** | **SLO** | **UNM Student Learning Goals** |
| List the program goal to which the SLO being assessed is connected to. Paste the whole text here instead of just listing a number. | List the SLO being assessed in this section. It should align with the program goal in the first column. Paste the whole text here instead of just listing a number. | Mark the UNM goal or goals this SLO aligns with.  \_\_Knowledge  \_\_Skills  \_\_Responsibility |

**Assessment Measures:** Provide a description of the assessment instrument(s) used to measure this SLO. Please state the semester(s) the assessment instrument(s) was/were administered and if each is a direct or indirect assessment.

**Performance Benchmark:** State the program’s “criteria for success” or performance benchmark target for successfully meeting the SLO.

**Sampled Population:** Describe the sampled population, including the total number of students and classes assessed.

**Results:** Describe how the performance benchmark was met or not met.

**Analysis/Faculty Discussion:** Describe the process of analysis, including any faculty discussion that took place around the results. Describe weaknesses and/or strengths in students’ learning/performance based on the results. Please include evidence of faculty discussion in an appendix, such as minutes from a meeting.

**Recommendations for Improvement/Changes:** Describe improvements and changes to the program that address weaknesses or capitalize on strengths mentioned in the analysis.

*Part II: Report Body*

|  |  |  |
| --- | --- | --- |
| **Program Goal** | **SLO** | **UNM Student Learning Goals** |
|  |  | \_\_\_ Knowledge  \_\_\_ Skills  \_\_\_ Responsibility |

**Assessment Measures (including whether they were direct or indirect):**

**Performance Benchmark:**

**Sampled Population:**

**Results:**

**Analysis/Faculty Discussion:**

**Recommendations for Improvement/Changes:**

*Part II: Report Body*

|  |  |  |
| --- | --- | --- |
| **Program Goal** | **SLO** | **UNM Student Learning Goals** |
|  |  | \_\_\_ Knowledge  \_\_\_ Skills  \_\_\_ Responsibility |

**Assessment Measures (including whether they were direct or indirect):**

**Performance Benchmark:**

**Results:**

**Analysis/Faculty Discussion:**

**Recommendations for Improvement/Changes:**

*Part II: Report Body*

|  |  |  |
| --- | --- | --- |
| **Program Goal** | **SLO** | **UNM Student Learning Goals** |
|  |  | \_\_\_ Knowledge  \_\_\_ Skills  \_\_\_ Responsibility |

**Assessment Measures (including whether they were direct or indirect):**

**Performance Benchmark:**

**Results:**

**Analysis/Faculty Discussion:**

**Recommendations for Improvement/Changes:**

**Appendix 1 – Evidence of changes in response to previous assessment results**

**Appendix 2 – Assessment instruments**

**Appendix 3 – Evidence of faculty discussion (e.g. meeting minutes)**