**UNIVERSITY OF CENTRAL ARKANSAS**

**CO-CURRICULAR AND SUPPORT UNIT ASSESSMENT ANNUAL REPORT**

Template

**Requirements**

1. *Submit annually to Office of Assessment*
   1. *Contact information* [*assessment@uca.edu*](mailto:assessment@uca.edu)
2. *Send copy of Assessment Report to the Office of University Assessment, Wingo 215.*

**Basic Information**

Program Name:

Division:

Unit:

Date Report Submitted:

Name & Email of Reporting Person:

1. **Measure Title**
   * What is the measure or tool? (e.g., Entrance/Exit Exam)
2. **Measure Type**
   * Direct – Student Artifact
   * Direct – Exam
   * Direct – Portfolio
   * Direct – Other
   * Indirect – Survey
   * Indirect – Focus Group
   * Indirect – Interview
   * Indirect - Other
3. **Connection Between SLO/KPI and Measure**
   * Describe the tool/activity/method
   * How does this tool/activity/method demonstrate student proficiency of the Student Learning Outcome or Key Performance Indicator being assessed?
   * Why did you select this tool?
4. **Benchmark/Target/Goal**
   * What is the benchmark/target/goal for this measure?
   * How was the benchmark/target/goal established?
5. **Data Collection Procedures**
   * Provide the procedures and processes followed for collecting assessment data.
   * The audience is someone who is from outside of your field of study or department.
   * Describe the processes used to ensure the quality of the data (e.g., two or more reviewers).
6. **Supporting Attachments (if necessary)**
   * Attach a blank copy of a test, assignment instructions, scoring rubrics/guides, surveys, or any other items that would clearly communicate the intent of this measure.

1. **Summary of Results**
   * Provide a disaggregated representation of your results.
   * Place a premium on visual representation (e.g., charts, graphs).
   * Use attachments or appendices as necessary to demonstrate your students’ success.
2. **Benchmark Measure (1)**
   * Not Met
   * Met
   * Exceeded
3. **Benchmark Measure (2)**
   * Moving Away
   * Approaching
   * Exceeded
4. **Interpretation and/or Evaluation of Results**

* Who participated in the analysis and interpretation of the results? (e.g., Curriculum Committee)
* Are you satisfied with the results?
* How does your current (or past) curriculum/program offerings impact the results?
* What are the limitations of your findings?
* Did you use multiple years’ worth of data or artifacts?
* Did you meet your benchmark/target/goal? Why or why not?

1. **Student Learning Improvement Actions**
   * Provide specific Improvement Actions that relate directly to the results of your assessment AND to the student learning/success.
   * When will your improvements be implemented?
   * Who will oversee implementation?
   * Is there any empirical or scholarly research that supports your findings?
2. **Reflection on Assessment Process**
   * Reflect on your assessment process and results. Are your findings valid/reliable?
   * Are the results sufficient to make informed, data-driven decisions about improving student learning in your program? Why or why not?
   * Do you plan to make changes to your assessment process(es)?
3. **Additional Insights or Reflection**
   * Are there any other insights or details you wish to document at this time?
   * Are there any activities occurring within your program that might impact your results that are not assessment related? (e.g., faculty turnover, sabbatical, low enrollment)
4. **Submit Assessment Report**

* Send completed form electronically to [assessment@uca.edu](mailto:assessment@uca.edu)

For questions or concerns please contact:

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