# Guidance and Instructions

# for Student Learning Outcomes Assessment

# Summarizing and Reporting

# The Plan

The most recent student learning outcomes assessment (SLOA) plan and summaries are located on the provost’s assessment web site: <http://www.uaf.edu/provost/assessment-review/assessment/>SLOA/

Read the SLOA plan for the degree or certificate that is posted there and make sure it is a current plan and the one being followed, if not, please send the current plan to the Accreditation and Assessment Coordinator in the Provost’s Office: [mastrickland@alaska.edu](mailto:mastrickland@alaska.edu)

There should be a separate plan for each program level (e.g. certificate, AA, AAS, BS, BA, BBA, MS, MA, PhD etc.)

### Full implementation of the program’s assessment plan requires the following:

* Consistent collection and archiving of all data/information. Each program is expected to collect at least some assessment data every year.
* Multiple (at least two) measures of student outcomes – one is direct evidence.
* The faculty committee should review the collected data. The department chair will prepare a written summary/report every two years and submit it to their dean and the Provost’s Office.

# The Summary/Report

## Assessment information collected

1. Address each goal and objective listed in the plan. The summary/report should correspond to the plan. Use the same headings in the summary as used in the plan for clarity.
2. Refrain from using student names in reports; recall that these reports are posted on the web and so FERPA laws apply. Use “Student 1” “Student 2” etc. when the situation necessitates student references. However, aggregate student information is the expectation; e.g., 10 graduates were employed by state agencies.
3. Give the number of student projects, interviews, exams or surveys collected, employer or graduate surveys collected and a summary of results.
4. Provide URL links to all rubrics, survey instruments, or other tools used in the outcomes assessment process; these tools should be available on departmental/program websites.
5. Include the number of students used for data collection e.g. a total of 30 students, or a sample of 15

## Conclusions drawn from the information summarized above.

1. Include a discussion of why students (in aggregate, not individually) did not complete the program, if any.

## Curricular changes resulting from conclusions drawn above.

1. Tell how the results of the data collected are being used to improve the curriculum.

## Identify the faculty members involved in reaching the conclusions drawn above and agreeing upon the curricular changes resulting.

## Has your SLOA plan been updated to include assessment of the program’s Communication Plan, as required by Faculty Senate motion?

1. If it has not been updated, provide a rationale and timeline. This item is required only for baccalaureate degree programs.

*Revised May 9, 2018 - aff*