**Academic Affairs Department/Program Annual Report**

**Instructions:**

* Please submit a copy of this report to the Vice President for Academic Affairs, the Director of the Office of Institutional Research, Assessment and Effectiveness and the dean of your college by September 15th .
  + This report is for the preceding academic year.
* Please be sure to keep a copy of the report in your department office.

**Identifying Information:**

College: Click here to type name.

Department/Program: Click here to type name.

Assessment Coordinator’s Name: Click here to type name.

Assessment Coordinator’s Email Address: Click here to type name.

Academic Year: **\_\_\_\_ - \_\_\_\_**

**PART 1 - Assessment Report**

1. **Accreditation**
2. Identify any special accreditation available for your department/program.
3. Comment on special accreditation your department/program has – or plans to pursue.
4. **Which learning outcomes did you measure this past year?** [Please indicate whether any of these measures were conducted as follow-up to a previous year’s issues or in response to Program Review. Be specific.]
5. **In which course(s) were assessments conducted?**
6. **How did you assess the selected program learning outcomes?** (i.e., what did you assess –group project, skills demonstration, presentation, performance, debate, lab experiment, online discussion, etc. *and*- what tool (measure) did you use - rubric, nationally or state-normed exam, item analysis, pre-posttest design, skills inventory, survey, etc.)
7. **How many students were included in the assessment(s) of each PLO in a course?**
8. **How were students selected to participate in the assessment of each outcome (**details might include- whether this assessment includes all students, a sample of students in a class, or a sample of students across sections)?
9. **In general, describe how each assessment tool (measure) was constructed** (i.e. in-house, national, adapted).
10. **Who analyzed results and how were they analyzed?**
11. **Provide a summary of the results/conclusions** from the assessment of each measured Program Learning Outcome**.** *(For example, provide some detail about scores and/or discuss students’ strengths and weaknesses relative to this learning outcome.)*
12. **What are next steps?** (e.g., will you measure this same learning outcome again? Will you change some feature of the classroom experience and measure its impact? Will you try a new tool? Are you satisfied?)
13. **Please attach an example of the assessment tool used to measure your PLO(s).** These can be added as an appendix, a link to the assessment, or sent separately in an email with your report.

**PART 2 – Departmental Report**

Include data for the following items:

1. Number of headcount majors in your degree programs(s) at the start of Fall semester of each of the last three academic years.

|  |  |  |
| --- | --- | --- |
| **Academic Year** | **Major =** | **Major =** |
| 2014-2015 |  |  |
| 2015-2016 |  |  |
| 2016-2017 |  |  |

1. Number of graduates in your degree program(s) for August, December, and May of the academic year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program** | **August** | **December** | **May** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Complete the following table for remedial level, lower division, upper division and graduate classes. Complete this table before completing *table d*.

**TABLE 1:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Classification** | **Total sections** | **Total Enrolment** | **Enrolment per section** | **Total SCHP** | **TOTAL FTE** |
| **Remedial** |  |  |  |  |  |
| **1XX** |  |  |  |  |  |
| **2XX** |  |  |  |  |  |
| **3XX and 4XX** |  |  |  |  |  |
| **Grad.** |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |

SCHP = credit hours x # students enrolled in a class

FTE = SCHP divided by 15 for undergraduate classes and divided by 12 for graduate classes.

1. Using TABLE 1 above, provide the SCHP in the following table for each of the full-time faculty in alphabetical order.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Faculty** | **Summer** | **Fall** | **Spring** | **Total (FTE)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

Complete the following table for part-time faculty.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Faculty** | **Summer** | **Fall** | **Spring** | **Total (FTE)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

**Research & Scholarly Activities:**

1. Provide a bulleted list of department publications in refereed journals.
2. Provide a bulleted list of presentations in professional conferences.
3. Provide a bulleted list of successful Grant applications from non-WVSU source.
4. Provide a bulleted list of successful Grant applications from WVSU source.
5. Provide a bulleted list of other exceptional scholarly activities.

**Community/Student Activities, Special Events**

1. Provide a bulleted list of up to five community activities in which your department or program engaged this academic year.
2. Provide a bulleted list of up to five student activities in which your department/program engaged this year. Include in this section information on activities of both student organizations and honor societies.
3. Provide a bulleted list of up to five special events your department/program sponsored this academic year, such as awards, exhibits, etc.

**Part 3: Program Review - Student Placement Data**

When timing is appropriate for your program review, please add your narrative and/or any tables on student placement data and/or student exit surveys conducted. This may include data from your own departmental survey or search as well as the university’s exit survey for graduated students.