

**Submission Instructions and Forms for SUMMARY Assessment Reports**

**For Externally Accredited, Non-Externally Accredited & Combination Programs**

**(Assessment Results from AY 2019-2020)**

**Packet Includes:**

**Report Submission Instructions**

**Assessment Policy Overview**

**Resources and Support**

**Program Summary Form**

**General Education Summary Form**

Office of Institutional Research and Assessment

Davidson Hall 125

**Report Submission Instructions for SUMMARY Assessment Reporting**

Office of Institutional Research and Assessment (OIRA)

1. *Submission deadline:* ***September 25, 2020;*** *early submissions are encouraged and appreciated.*
2. *Use only the form that is contained in this packet; this supports consistent data collection procedures.*
3. *Be sure to complete all relevant sections of the report.*
4. *Include the program, degree level(s), academic year, report completion date, name of report preparer; choose one type of program structure: accredited, non-accredited, or combination (accredited with a non-accredited component)*
5. *If accredited, include accreditation agency, and date the next self-study is due to the accreditation agency.*
6. *Follow FERPA guidelines; identifiable information for students should not be included in any section of the report.*
7. *A separate report must be submitted for each respective academic program, except for embedded programs.*
8. *Reports with missing information, student names or student IDs, or multiple program assessments will be returned for editing.*
9. *Submit report electronically as an email attachment to Martie Kaczmarek (Assessment Coordinator, OIRA) at* [***mkaczmarek@ccsu.edu***](mailto:mkaczmarek@ccsu.edu)*. Guidelines, instructions and resources pages do not need to be included when submitting the report.*
10. *For Accredited Programs: During the year of accreditation review, provide a copy of the Program Self-Study submitted to the agency and the corresponding Feedback Letter.*

**Assessment Policy Overview for SUMMARY Report Assessments**

Office of Institutional Research and Assessment (OIRA)

All certificate and degree programs are required to be assessed by New England Commission on Higher Education (NECHE) to ensure educational quality. Our [Assessment process](https://www.ccsu.edu/oira/assessment/AAC/policy.html) ensures we are in compliance NECHE and CSCU Board of Regents (BOR). Reporting requirements are determined by accreditation/non-accreditation status. **Please choose from the options below:**

**Externally Accredited Programs Only:**

* Effective as of AY2019-20, programs accredited by an outside agency no longer need to complete a Full Assessment or Interim Reports; instead, a Summary Report submission is required every year.
* In the year the Program Self Study is due to the accreditation agency, a copy of the Self Study must be submitted to the Academic Assessment Committee (AAC) through the Office of Institutional Research and Assessment (OIRA).
* Upon receipt of the accreditation agency Feedback Letter, a copy must be submitted to the AAC through OIRA.

**Non-Externally Accredited Programs Only:**

* Assessment reporting is on a five-year cycle; a Full Report is due in Year One, a Summary Report in Year Two (the same year the Program Review self-study is submitted), followed by Interim Reports in Years Three, Four, and Five.
* Certificate programs considered embedded within a degree program do not need to be reported on separately.

**Combination Programs: Accredited with Non-Accredited Component(s):**

* Programs that have both an accredited and non-accredited component(s) will continue to report on a five-year cycle in order to provide the required assessment documentation for the non-accredited component.
* Follow the requirements in the above section for Non-Externally Accredited Programs.

Please review the [Report Calendar](https://docs.ccsu.edu/oira/assessment/Assessment_Submission_Program_Review_Calendar.pdf) on our OIRA website for current report submission requirements, including which certificate programs are embedded. The link to the calendar and our Academic Assessment policy are also available on the Resources page of this document (page 4).

**Summary Report Requirements for All Programs with GenEd Outcomes**:

* Summary Reports require a summary status of the program and a General Education summary.
* The Program Summary section contains questions required by NECHE, the CSCU Board of Regents, and the CCSU Academic Assessment Committee. These questions must be completed annually for all academic programs.
* The General Education Summary has two options for reporting on GenEd Assessment information: (1) GenEd Assessment Initiative (MSC Model) or (2) traditional GenEd Assessment at the department level. Please choose one option and complete the section accordingly.

**Resources and Support for Assessment Reporting**

Office of Institutional Research and Assessment (OIRA)

**OIRA Website URL Addresses:**

Academic Assessment Policy: <https://www.ccsu.edu/oira/assessment/AAC/policy.html>

Report Calendar: <https://docs.ccsu.edu/oira/assessment/Assessment_Submission_Program_Review_Calendar.pdf>

Learning Outcomes/Objectives: <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Undergraduate-General-Education-Program>

Methods for Assessing Learning Outcomes/Objectives: <https://www.ccsu.edu/oira/assessment/genEdAssessment/methods.html>

Assessment Forms and Current/Historical Reports: <https://www.ccsu.edu/oira/assessment/AAP.html>

Office of Institutional Research and Assessment: <https://www.ccsu.edu/oira/assessment/>

**Assessment Coordinator Support**

Martie Kaczmarek

Assessment Coordinator

Office of Institutional Research and Assessment

Davidson Hall 125

T. 860-832-2304

E. [mkaczmarek@ccsu.edu](mailto:mkaczmarek@ccsu.edu)

Please Contact Assessment Coordinator for:

* Assistance on calculation student performance metrics (e.g., average scores, percent passing, etc.).
* Guidance in organizing or interpreting the data.
* Program has fewer than five students in a given assessment period.
* Describe how the results have changed over time.
* Other questions or concerns regarding any of the Assessment Reports.
  + - * Submission of all Assessment Reports; send as an email attachment.

**Program report Summary**

|  |  |
| --- | --- |
| Department: | Report Type: SUMMARY |
| Program Name: | Program Award Level: |
| Report Preparer: | Academic Year Data: 2019-20 |
| Program Structure (Choose One): Accredited Non-Accredited Combination | Date Report Completed: |
| Accreditation Agency (If Applicable): | Date Next Self Study Due to Agency: |

|  |  |
| --- | --- |
| **Program Assessment Question** | **Response** |
| 1. **URL**: Provide the URL where the learning outcomes (LO) can be viewed. |  |
| 1. **Assessment Instruments**: Please list the source(s) of the data/evidence, other than GPA, that is/are used to assess the stated outcomes? (e.g., capstone course, portfolio review and scoring rubric, licensure examination, etc.) |  |
| **3)** **Interpretation**: Who interprets the evidence? (e.g., faculty, Admin. assistant, etc.). |  |
| **4)** **Results**: Since the last submitted report, list:  *a.* The conclusion(s) drawn, noting strengths and weaknesses.  *b.* The changes that were or will be made as a result of those conclusion(s). |  |
| 1. **Strengths**: What about your assessment process is working well? |  |
| 1. **Improvements**: List ways in which your assessment process needs to be improved based on student data. (A brief summary of changes to assessment plan can be reported here) |  |

**general education Summary**

**General Education Summary:**

* 1. All departments contribute to the general education foundation of CCSU students (i.e., the CCSU General Education Learning Objectives/Outcomes) and must submit the General Education Summary below.
  2. If your department participated in the General Education Assessment initiative (Multi-State model), complete Section 1 below.
  3. If your department assesses GenEd Learning Objectives/Outcomes at the department-level, complete Section 2 below. Complete one Summary table for each LO assessed.
  4. URL for the list of CCSU Learning Objectives/Outcomes, click [**here**](http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Undergraduate-General-Education-Program).

|  |  |
| --- | --- |
| Department: | Report Type: GenEd Summary |
| Program Name and Level: | Academic Year Data: 2019-20 |
| Report Preparer: | Date Completed: |

|  |  |
| --- | --- |
| **Participation in General Education Assessment Initiative (Multi-State Collaborative model)** | **Section 1 Responses** |
| 1. Our departmental faculty participated in the assessment of the GenEd Learning Objectives/Outcomes by contributing to the GenEd Assessment Initiative (Multi-State Collaborative model).   *Please list the participating faculty and General Education Learning Objective/Outcome(s) for which faculty have provided student artifacts.* | Faculty member(s):  GenEd Learning Outcome(s)/Objective(s):  Course(s): |

**Complete one Summary table below for each Learning Outcome assessed.**

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| --- | --- |
| **Participation through Department-level**  **GenEd Assessment** | **Section 2 Responses** |
| 1. **Courses**: List course(s) and the CCSU General Education Learning Objective/Outcome with which the course is aligned. (These include courses across all schools and departments and are not limited only to designated GenEd Study and Skill Area courses.) |  |
| 1. **Assessment Instruments**: What data/evidence, other than GPA, are used to assess the stated CCSU General Education Objective/Outcome?   (e.g., capstone course, portfolio review, licensure examination, etc.) |  |
| **3)** **Interpretation**: Who interprets the evidence?  (e.g., faculty, Admin. assistant, etc.). |  |
| **4)** **Results**: Since the most recent full report, list: *a.* The conclusion(s) drawn, noting strengths and weaknesses.  *b.* The changes that were or will be made as a result of those conclusion(s). |  |
| **5)** **Strengths in your Assessment Process**: List ways in which your assessment process is working well. |  |
| **6)** **Improvements**: List ways in which your GenEd assessment process needs to improve based on student data (A brief summary of changes to assessment plan can be reported here). |  |

**APPENDIX**

Please clearly label all supporting data tables by LO.

***End of Report***