

## **Instructions for Completing the Annual Assessment Inventory Matrix**

This is to notify you that your annual assessment reports are due to the Office of Academic Planning and Educational Effectiveness by October 27, 2007. If you have problems submitting these reports please feel free to contact the Assessment Office and we will be happy to assist you.

Again for the 2006-2007 Annual Program Assessment Reports we continue to request that each program (all undergraduate and graduate degree programs and concentrations) complete the Assessment Inventory (attached to this message and available online) that presents the program's mission and the following:

**Column 1:** Measurable Student learning outcomes. This column should list all of the program's student learning outcomes, including those not assessed that given year. Please list them in numeric order.

**Column 2:** Place in curriculum where each outcome is addressed. In this column the program should indicate in what classes each of their outcomes are addressed, i.e. where the students are learning the objectives noted in column one. Please indicate at what level the SLOs are covered in that course or activity (I: introduce, D: developed, M: mastery).

**Column 3:** Academic year outcome was/will be assessed. Indicate in what academic year each of outcome was or will be assessed. Provide a five year time frame. Indicate the cycle for each outcome's assessment.

**Column 4:** Assessment/procedures: Methods/strategies: For each student learning outcome, indicate what assessment procedure was used to assessed student learning. Include both direct and indirect methods and strategies (please attach any rubrics, interview questions, etc),

**Column 5:** Summary of findings. Please include your findings on what your students are doing in well in as well as those that suggest areas in need of improvement or adjustment. These should be directly related to the student learning outcome and the procedure noted for assessing the related outcome. Have the changes made in previous years result in different findings.

**Column 6:** Ways in which these findings were used for program improvement. Please indicate how these finding were used. Did faculty discuss the findings in committee or as a whole? Were suggestions for curriculum improvement made, or carried out?

### **College Summary Statements**

College deans are asked to prepare a narrative summary of the assessment endeavors in the college. Topics for the summary might include highlights of what was learned from various program assessment activities and what was learned from any college wide assessment activities. Deans or Associate Deans should notify the Assessment Office if there are programs or departments that may need help in producing their reports in a timely manner.

In addition, this year we are asking the Colleges to prepare a short summary paragraph on the College's assessment activities that can be included on the APEE website.

Materials Submission

Program and college reports should be submitted in hard copy to the Office of the Vice President for Academic Assessment **and** electronically as an email attachment to [assess@sfsu.edu](mailto:assess@sfsu.edu) no later than October 27, 2007.