

Date: May 30, 2006
From: Barbara Holzman, University Assessment Coordinator. Ext 5-3569
Re: 2005-2006 Assessment Reports

Dear Deans, School Directors, Associate Deans, Department Chairs and Program Directors,

Please be aware that your annual assessment reports are due to the Office of Academic Planning and Educational Effectiveness by October 27, 2006. If you have problems submitting these reports please feel free to contact me and I will be happy to assist you. My position in Academic Assessment is a half time position. I hope to do the best I can to assist those who may need help in completing this annual task under these time constraints.

Again for the 2005-2006 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: each unit's programmatic learning outcomes (please include all the learning outcomes identified by the program),

Column 2: the place in the curriculum where the learning objectives are addressed (indicate at what level the SLOs are covered in that course or activity (I: introduce, D: developed, M: mastery).

Column 3: the assessment procedures, include both direct and indirect methods and strategies (please attach any rubrics, interview questions, etc),

Column 4: a summary of findings

Column 5: ways in which these findings were used for program improvement.

In addition to providing this streamlined way of reporting, the inventory format reinforces the relationships among the various components of the assessment process. (A set of guidelines for completing the inventory is also attached.). A copy of this matrix will be made available on the APEE website by Fall 2006.

College Summary Statements

Much like previous years, 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. I also request that the deans or associate deans advise the assessment office if there are programs or departments that may need help in producing their reports in a timely manner.

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 no later than October 27, 2006.