



**SAMPLE TABLE FORMAT for Reporting Section I.C. Advisees**

Advisor Name	Number of Student Advisees Per Year (indicate year)	
	Program Majors	Total Number of Advisees

- D. Available updates on program graduates.
- E. List of students currently in the program and their classification (Freshman, Sophomore, etc.)  
*Sort the student list by classification as well as by the semester/year in which 299 program admission was or will be completed. Please report student classification as of April 1 of the year reported. See Sample Table below. Data will be provided by the Registrar’s Office.*

**SAMPLE TABLE FORMAT for Reporting Section I.E. Student Information**

Student Name	Classification	Semester and year for completing 299
<i>Joe Brenner</i>	<i>Freshman</i>	
<i>James Carter</i>	<i>Freshman</i>	
<i>Cindy Anderson</i>	<i>Sophomore</i>	
<i>Sara Field</i>	<i>Sophomore</i>	
<i>Harless Sams</i>	<i>Sophomore</i>	
<i>Clyde Coombs</i>	<i>Junior</i>	<i>Spring 2018*</i>
<i>Amy Daughtery</i>	<i>Senior</i>	<i>Fall 2017</i>
<i>Missy George</i>	<i>Senior</i>	<i>Spring 2018*</i>
<i>John Steptoe</i>	<i>Senior</i>	<i>Spring 2017</i>

\*anticipated

- F. Approximate number of students enrolled in program minor (as applicable). Number of students in associate degrees with program emphasis. Number of students in related degree programs. *It is not necessary to list names.*

**II. COURSES TAUGHT THE PAST YEAR**

- A. List of the courses taught the previous summer, fall, and spring, including who taught the course and the course enrollment. Identify which courses were taught by full-time employed OVU faculty or “other faculty” (including adjuncts [mark with A] and part-time [mark with P]). Indicate independent studies with “IS.” See Sample Table Format below for reporting data. Data will be provided by Registrar’s Office.

***SAMPLE TABLE FORMAT for Reporting Section II.A. Courses Taught the Past Year***

Course	Credits	General Education Core Course	Teacher	Full-time OVU Faculty	Other Faculty	Student Enrollment		
						Summer 2018	Fall 2018	Spring 2019
<i>ENG 131</i>	<i>3</i>	<i>X</i>	<i>Sturm</i>	<i>X</i>			<i>15</i>	<i>22</i>
<i>ENG 132</i>	<i>3</i>	<i>X</i>	<i>Spencer</i>		<i>A</i>			<i>16</i>
<i>ENG 301</i>	<i>3</i>		<i>Sturm</i>	<i>X</i>			<i>13</i>	

- B. Total number of class sections and credit hours (and their total enrollment) taught by full-time program faculty
- C. Total number of class sections and credit hours (and their total enrollment) taught by other faculty

Totals	Credit Hours	Number of Class Sections	Number of Students
Full-time Faculty			
Other Faculty			

**III. ASSESSMENT TOOLS**

- A. List of program assessments administered or collected, including the number of students completing each assessment. Both formative and summative assessment data should be included. **Do not identify individual students and their scores by name.** *GPA and course averages should not be considered primary assessments. If a Program Learning Outcome is not assessed this year, please explain. Assessments should not be limited to graduates.*

**SAMPLE TABLE FORMAT for Reporting Section III.A. Assessments and Findings**

Program Learning Outcome	Course(s) Where Assessed	Type of Assessment (e.g., project, test, rubric, activity, internship,etc.)	Brief Description of Assessment	Number of Students Assessed	Findings, Results, or Measurement (e.g., average, completion rate, % correct, etc.)

- B. What conclusions can be drawn from the assessment data?
- C. What recommendations for program improvement or modification can be made?

**IV. ADVISORY BOARD**

- A. List of the advisory board members for the program together with their position titles and/or credentials. *The reason they are on the board should be clear.*
- B. Record of advisory board input and recommendations for the program (e.g., email communication, conference calls, in-person meetings).

**V. LINKING LEARNING WITH COMMUNITY ENGAGEMENT**

- A. List of courses that link learning with the community or take learning from the classroom to the community in such a way as the community benefits from it (e.g., civic engagement).
- B. Briefly describe how coursework from each listed course links with the community (e.g., internships, student teaching, providing tax assistance, etc.).

**SAMPLE TABLE FORMAT for Reporting Section V. Linking Learning with Community Engagement**

Course	Brief description of how coursework links with the community	Number of Students who Completed	Participation Required?
ACC 422	<i>Students from ACC 422, Federal Income Taxes, participated in the IRS VITA program to assist low-income taxpayers with tax return preparation. The event was held at the Vienna Public Library on March 8, 2017 and all students participated from 9:00 – 4:00 that day.</i>	25	Yes

**VI. PROGRAM CHANGES REQUESTED, COMPLETED, OR IN PROGRESS**

*Authors should be careful when naming personnel or students related to any recommendations.*

- A. Describe how the program addressed the recommendations from the Assessment Committee review of the previous year's Annual Program Assessment Update. What is the status of each recommended modification (*e.g., change made, in process, intend to examine it during the upcoming year, faculty needs, etc.*)?
- B. Describe other changes that have been incorporated into your program during this year. Explain the basis for each change (*e.g., advisory board input, student input, course rotation needs, etc.*).
- C. Describe any program recommendations for the upcoming year.

**VII. PROGRAM FINANCIAL INFORMATION**

Cost per student in the program. Data will be provided by the Office of the Provost.

**VIII. EXTENUATING FACTORS IMPACTING PROGRAM**

- A. Explain any extenuating factors (if any) that contribute to enrollment in the program. *Please be as succinct and objective as possible*
- B. Explain any extenuating factors (if any) that contribute to delivery and support of the program. *Please be as succinct and objective as possible.*

**IX. TRACKING SHEETS**

- A. Attach the current tracking sheet for the upcoming year (ensure that the catalog editor and registrar have the current tracking sheet).
- B. Attach the current curriculum map for the program which lists the Learning Outcomes for the program and where they are taught in the program.

**PLEASE NOTE:** Though not included as a component of the Annual Program Assessment Update, it is important to maintain a repository of Faculty Evaluations that will be required in the Periodic Program Review.