

Annual Program Assessment Update Checklist for Primary Reviewer

Do NOT submit this form for an Annual Program Assessment Update!!

Program/Major:

College:

Primary Author:

Date Submitted:

Each year, by May 15, the person responsible for a major (or any other program) should submit a report containing the following information to the relevant school chair, dean, vice president for academic affairs, provost, and the Office of Institutional Effectiveness for review.

DIRECTIONS FOR REVIEWERS:

Please review the submitted information and indicate if additional information is needed. Comments may also be noted.

I. STUDENTS AND GRADUATES

Required Component:	Comment/Request for More Information/Action Needed
A - Names of those completing the program since the previous May, along with the following about each student: final cumulative GPA and educational or employment plans (or current placements)	
B - Names of those who participated in graduation ceremonies but who have not completed the program, with information on what they plan to do to complete it	
C - Number of advisees for each advisor in the program	
D - Available updates on program graduates	
E - List of students currently in the program and their classification (freshman, soph.) as well as by the semester/year in which 299 program admission was or will be completed.	
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

Required Component:	Comment/Request for More Information/Action Needed
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."	
B/C - Total number of class sections and credit hours (and their total enrollment) taught by full-time program faculty and "other faculty."	

III. ASSESSMENT TOOLS

Required Component:	Comment/Request for More Information/Action Needed
<p>A - List of program assessments administered or collected, including the number of students completing each assessment. Both formative and summative assessments should be included.</p> <p>A brief description of each should be included as well as the findings, results and numbers of students assessed.</p>	
B – What conclusions can be drawn from the assessment data?	
C – What recommendations for program improvement or modification can be made?	

IV. ADVISORY BOARD

Required Component:	Comment/Request for More Information/Action Needed
List of the advisory board members for the program.	
Record of advisory board input and recommendations for the program.	

V. LINKING LEARNING WITH THE COMMUNITY ENGAGEMENT

Required Component:	Comment/Request for More Information/Action Needed
A - List of courses that link learning with the community (e.g., civic engagement) or take learning from the classroom to the community in such a way as the community benefits from it.	
B - Briefly describe how coursework from each listed course links with the community.	

VI. PROGRAM CHANGES REQUESTED, COMPLETED, OR IN PROGRESS

Required Component:	Comment/Request for More Information/Action Needed
A - Describe how the program addressed the recommendations from the Assessment Committee review of the previous year's Annual Update Report. What is the status of each recommended modification?	
B - Describe other changes that have been incorporated into your program during this year. Explain the basis for each change.	
C - Describe any program recommendations for the upcoming year.	

VII. PROGRAM FINANCIAL INFORMATION

Required Component:	Comment/Request for More Information/Action Needed
Cost per student in the program.	

VIII. EXTENUATING FACTORS IMPACTING PROGRAM

Required Component:	Comment/Request for More Information/Action Needed
A – Explain any extenuating factors (if any) that contribute to enrollment in the program.	
B – Explain any extenuating factors (if any) that contribute to delivery and support of the program.	

IX. TRACKING SHEETS

Required Component:	Comment/Request for More Information/Action Needed
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.	

REVIEW COMMITTEE RECOMMENDATIONS/CONCERNS

Assessment Committee member reviewed with _____ on ____/____/_____.