

Annual Program Assessment Update Checklist for Reviewers

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). It is not necessary to list names.	

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II. COURSES TAUGHT THE PAST YEAR

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

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?	

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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

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Revised 2-14-2018