

**College of Education and Affiliated Programs**  
**Annual Assessment Report Template – Fall XXXX**  
**XXX Program**

Note: this report presents and analyzes data from the XXXX-XX and XXXX-XX academic years.

**Background**

1. Describe your program (enrollment, number of faculty, general goals). Have there been any major changes since your last report?
2. How many of the total full- and part-time faculty in the program reviewed and discussed the assessment findings described in this document? Please attach minutes and/or completed worksheets/artifacts to document this meeting.

**Data**

3. Question 3 is in 2 parts focused on *primary* data sources related to: student learning and program effectiveness/student experience:
  - a. Candidate Performance Data: Provide *direct* evidence for the student learning outcomes assessed this year and describe how they were assessed (the tools, assignments, etc. used).
  - b. Program Effectiveness Data: What data were collected to determine program effectiveness and how (e.g., post-program surveys, employer feedback, focus groups, retention data)? This may be indirect evidence of student learning, satisfaction data, or other indicators or program effectiveness.
4. **OPTIONAL**: You may provide *additional* information (e.g., other data, copies of letters of support from granting agencies or school staff, etc.) about candidate performance, the student experience or program effectiveness used to inform programmatic decision-making. This may include quantitative and qualitative data sources.

**Analysis and Actions**

5. Please use the table below to report the major interpretations based on your review of the data for this reporting cycle. Consider signature assignment data on candidate performance *as well as* any survey and other data. Be sure to make note of how these new findings compare to *past* findings on the data and discuss *why* you believe the results have changed. (Note: While it is possible that you have both strengths and weaknesses for a single topic, it is also possible you might identify *only* strengths or *only* weakness for a topic.)

#	Topic	Data Sources (i.e., Signature Assignments and/or surveys)	Strengths	Areas for Improvement (Please address action taken or planned in Q6 below)	Changes from past findings <i>and why</i>
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6. Please outline the steps the program will take (e.g., revise curriculum, programs, practices, assessment processes) to address areas in need of improvement outlined in Question 5.

<b>Topic #</b>	<b>Action to Address Areas for Improvement</b>	<b>By Whom?</b>	<b>By When?</b>	<b>CTC Standard(s) (for CTC Programs)</b>	<b>Update on Actions (If Applicable)</b>

7. Will you be making any changes to signature assignments or rubrics as a result of your review of data for this report?

- Yes (see below)
- No (no further action is required)

If YES, please document planned changes below:

<b>Course #</b>	<b>Signature Assignment Name</b>	<b>Nature of Changes (BRIEF)</b>	<b>Reasons for Changes (BRIEF)</b>

**Please remember to submit revised rubrics to the Assessment Office when they are completed to ensure we can help you collect the correct data.**