# Annual Assessment Report Checklist

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|  | Preliminary Information – Goals, Curriculum, and Course Mapping |
|  | Have you listed your school, department name, degree, chair, & assessment coordinator? |
|  | Have you provided your department’s mission statement? |
|  | Have you listed your department’s faculty-generated learning outcomes? |
|  | Have you provided a course map that connects individual courses to particular learning outcomes, in order to demonstrate how your curriculum addresses those outcomes? |
|  | Have you provided a sequence of courses that are major requirements, demonstrating when will be offered and in what order? |
|  | Have you provided a proposed assessment cycle, one that shows how often various learning outcomes will be assessed, and a tentative schedule for when? |
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|  | Narrative Information |
|  | Have you explained your curriculum with a brief narrative outlining learning goals? |
|  | Have you effectively differentiated between goals (practical competencies and core body of knowledge) and outcomes (how mastery of those goals are demonstrated by students)? |
|  | Have you explained how students will move through your curriculum, gaining the necessary knowledge and skills you’ve outlined in your learning goals? |
|  | Have you explained why your chosen assessment tools are appropriate for the task of assessing given outcomes? |
|  | Have you discussed both direct and indirect tools for assessing student learning outcomes? |
|  | Have you considered how students are given a voice in the assessment process? |
|  | Have you considered how you will “close the loop” – that is, how the assessment process will lead to pedagogical or administrative changes that improve the quality of your programs? |
|  | Have you discussed what worked well in your assessment approach? What you might do differently in the future? |
|  | Have you expressed a coherent vision for how you plan on assessing student learning outcomes moving forward, in a way that is ongoing and sustainable? |
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|  | Data Collection, Data, and Analysis |
|  | Have you incorporated direct assessment tools? |
|  | Have you incorporated indirect assessment tools? |
|  | Have you described how the data gathered using these tools will be analyzed? Have you listed particular research questions you want to answer using this data? |
|  | Have you provided information on the size of your sample and why you believe this sample is appropriate and generalizable to your students as a whole? |