**Annual Assessment Report Template**

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| Program: |  |
| Date: |  |
| Contact Person: |  |

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| **Outcome(s) Assessed:**  (include text of outcome) |  |

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| **Evidence:**  (include # of artifacts, method of sampling, when collected and from what class/activity, and where currently stored) |  |

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| **Method of Analysis:**  (describe methods used to analyze evidence, training of evaluators, who was involved in the analysis, and any challenges encountered; as an appendix to the report, include any tools used) |  |

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| **Conclusions and Actions:**  (include results of analysis as an appendix to this report) |  |
| Are the students performing at the expected levels of proficiency? How does the program interpret this finding? |  |
| Describe what the program learned about their students with regard to each outcome assessed. |  |
| Does the program propose any changes to its outcomes? Based on the evidence analyzed, explain why or why not. |  |
| Does the program propose any changes to its curriculum? Based on the evidence analyzed, explain why or why not. |  |
| Does the program propose any other changes (e.g. faculty training, resource distribution, etc.). Based on the evidence analyzed, explain why or why not. |  |
| Does the program propose any changes to its assessment strategies or tools? Based on the evidence analyzed, explain why or why not. |  |
| Other comments? |  |

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| **Previous Year:**  (describe how the program used the assessment results from the previous year, including a specific discussion of any proposed changes from the last report) |  |

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| **Attachment Check List**  (confirm that each of the following is included with this report) |  |
| Assessment Tools Used |  |
| Summary of Assessment Results |  |
| Change of Program Learning Outcome form (if changing) |  |
| Updated Curriculum Map (if changed due to changing PLO’s) |  |