



Report on the Assessment of Student Learning Instructions for Completing Report

The Report on the Assessment of Student Learning contains several components. Each of these components should be compiled into a single report. The report will be submitted by each academic program to the Assessment Coordinator by September 15th of each academic year. Send the report to Jeffrey.W.Bell@smsu.edu. Sections from this report will be distributed by the Assessment Coordinator to a variety of entities including Academic Deans, the Committee on Institutional Assessment, and the Liberal Education Committee.

Complete and compile the following components in your report:

- *Executive Summary*: Use the template. Email the template separately in Excel (.xlsx) form. Also, copy/paste the template content into your compiled report.
- *Most current Plan for the Assessment of Student Learning (PASL)*: This plan must include a current assessment timeline that shows when Program Student Learning Outcomes are being assessed. This timeline should also include when Liberal Education Program Student Learning Outcomes are being assessed. Information about designing and refining the Plan for the Assessment of Student Learning can be found in the Campus Assessment Master Plan.
- *A narrative report explaining the results reported in the Executive Summary*: The narrative report should include results and analysis in greater detail than the summary. This narrative will have two sections. Section 1 is Program Student Learning Outcomes. Section 2 is Liberal Education Program Student Learning Outcomes.