Assessment Council on the Student Experience  
Annual Assessment Report Template 2017-2018

This outline is intended to guide the creation of the annual assessment report. Please answer each of the following questions in your report.

1. **Assessment Plan, Structure and Process:** Please describe how you have structured your unit’s assessment plan and process. Is there an administrator with the responsibility for developing and managing the assessment plan and process? Is there a standing assessment committee in place? How often does it meet? How does the planning for assessment operate in your unit? The assessment plan or process should be efficient, effective, and sustainable and reviewed annually.

2. **Benchmarks and Standards:** Please describe the benchmarks or standards you use to guide your assessment process. Indicate whether these are established by a professional assessment or accreditation body, or by peer comparisons, or by historical comparisons. These benchmarks should provide rigorous standards for judging student attainment of the stated program goals, and identify unacceptable levels of student performance across all of these goals.

3. **Assessment Goals:** Please state the goals you have set in your unit for students participating in your programs. Here are four typical goals set for student outcomes in programs supporting the student experience: *Personal Development, Interpersonal competence, Social Responsibility and Cognitive and Practical Skills*. If you have chosen goals other than these, please state them and give a reason why you have chosen them.

4. **Assessment Tools and Measure:** Please describe the tools and measures used by your unit in addressing the achievement of the goals set by your unit. Discuss why these tools or measures were chosen, and why various direct or indirect methods were chosen. Show that the tools and measures used are appropriate to the goals set for students participating in your unit’s programs, and that they produce useful results for program improvement.

5. **Types of Assessments Used:** Please give examples of the successful conduct of assessments. Discuss how the results were compiled. At least one direct assessment measure of at least one of the primary program level student goals should be included in your report.

6. **Implementation of change based on assessment results:** Please discuss the successful implementation of change in your programs. Provide evidence of any modification or refinement of a program, or a program goal, based on assessment results. Provide evidence that the changes that were implemented resulted in improved student attainment of the stated program goals.

7. **Maintenance and Updating of Learning Goals and the Assessment Plan and Process:** Describe the process used to review and update the relevance of your unit’s program goals. Changes can be driven by changes in the University, unit or program mission or strategic plans, or in light of the evolution of stakeholder needs or changes in student preparation or capacity.