**Instructions**
**UNM Academic Programs/Unit Combined Assessment Plan and Report Template**
**The University of New Mexico**

**Instructions:** This assessment plan and report template guides the creation of three-year assessment plans that will be used to assess academic student learning outcomes as well as assists with the reporting of the assessment of student learning outcomes for academic degree and certificate programs at UNM. If you have any questions about either the plan or the report templates, please contact the Office of Assessment at assess@unm.edu or (505) 277-4130.

**Note: While developing the plan, consider that not every SLO needs to be assessed every year; however, over a three-year period, every SLO should be assessed.**

- •Assessment plans should include clear differentiations between degrees (i.e., certificate, bachelor, master's, and/or doctoral).
- •Assessment plans should be reviewed and approved at the college/school/branch level by the College Assessment Review Committee (CARC) or equivalent.

**Overview:** The template is divided into three parts:
Part I: Cover Page (Page 3)
Part I of the template serves as the cover page. Please provide all of the information requested for the cover page.

Part II: Assessment PLAN (Pages 4-8)
Part II of the template requests information on the student learning outcomes, program's goal(s), UNM Student Learning Goals, assessment measures, performance benchmarks, and student population(s) within the table. It is followed by a narrative section that contains four questions that inquire about the assessment artifact, the SLO review schedule, plans to review and analyze the data, and how the results will be distributed.

Part III: Assessment REPORT (Pages 9-13)
The first section of Part III requires a narrative response about last year's assessment report, the changes implemented, and the revisions to the assessment process that were generated. Section two is a table that requires the user to copy and paste the SLOs (from the already-completed PLAN), that were assessed this year. The table requests a description of the actual student population that was used, and results. Section 3 of the REPORT template is a narrative section that contains four questions that inquire about participation, data analysis, recommendations, and distribution of information.

UNM Office of Assessment and APR

**Instructions**
**UNM Academic Programs/Unit Combined Assessment Plan and Report Template**
**The University of New Mexico**

Please submit the UNM Academic Programs/Unit Combined Assessment Plan and Report Template according to your internal unit submission procedures. If your unit does not have an internal submission procedure, please submit directly to the UNM Office of Assessment Digital Repository (http://assessment.unm.edu/assets/documents/1_19-repository-how-to-.pdf). Please include all documents, forms, and appendices in one file. **Please do not upload documents to the repository in a ZIP file.**

<mark>**Please delete this instruction page before submitting.**</mark>

**Part I: Cover Page**
**UNM Academic Programs/Unit Combined Assessment Plan and Report Template**
**The University of New Mexico**

**SECTION I-1**

### College, Department and Date:

College/School/Branch Campus:        Choose from list

Department:        Enter Department Name

Date:        Click to Select Date

Active Plan Years (select the three year cycle that applies):

☐AY16/17-18/19        ☐AY17/18-19/20    ☐AY18/19-20/21    ☐AY19/20-21/22

### Academic Program of Study:*

Degree or Certificate level:        Choose from list                Name of the program:

Note: *Academic Program of Study is defined as an approved course of study leading to a certificate or degree reflected on a UNM transcript. A graduate-level program of study typically includes a capstone experience (e.g. thesis, dissertation, professional paper or project, comprehensive exam, etc.).*

### Contact Person(s) for the Assessment Plan (include at least one name, title and email address):

- Enter name, title, and email address
- Enter name, title, and email address
- Enter name, title, and email address

### Dean / Associate Dean / CARC Approval Date:        Click to Select Date*

* By selecting the date above, you acknowledge that your respective Dean/Associate Dean/or CARC has reviewed and approved this plan.

**Part II: Assessment PLAN Body**
**UNM Academic Programs/Unit Combined Assessment Plan and Report Template**
**The University of New Mexico**

**SECTION II-1**
**Please identify at least one of your program goals:**

Program Goal #1:    Enter Program 1 goal here

Program Goal #2:    Enter Program 2 goal here

Program Goal #3:    Enter Program 3 goal here

Program Goal #4:    Enter Program 4 goal here

Program Goal #5:    Enter Program 5 goal here

**** If you experience column misalignment in the table below after entering your program goals, please save the file and reopen the document. It should portray accurately afterwards. ****

UNM Office of Assessment and APR

**Please use the grid below to align your program goals to your student learning outcomes and assessment plans:**

| Student Learning Outcomes (SLOs) *For each row in the table, provide a SLO. If needed, add more rows. A SLO may be targeted by or aligned with more than one program goal. If a program awards more than one degree (i.e., B.S., M.A. etc.), the SLOs for graduate and undergraduate must be different. Graduate degree SLOs must be different (Master ≠ Doctorate). For additional guidance on SLOs, click here.* | Program Goal # *Please list the Program Goal(s) that the SLOs are aligned under. Use the numbering system (1,2,3..) assigned above.* | UNM Student Learning Goals *Check as appropriate:* *K=Knowledge; S=Skills; R=Responsibility* | | | Assessment Measures *Provide a description of the assessment instrument used to measure the SLO. For additional guidance on assessment measures, click here.* | Performance Benchmark *What is the program's benchmark (quantitative goal/criteria of success for each given assessment measure)? State the program's "criteria for success" or performance benchmark target for successfully meeting the SLO (i.e., At least 70% of the students will pass the assessment with a score of 70 or higher.)* | Student Population(s) *Describe the sampled population, including the total number of students and classes assessed. See note below.* |
|---|---|---|---|---|---|---|---|
| | | K ☐ | S ☐ | R ☐ | | | |
| | | K ☐ | S ☐ | R ☐ | | | |
| | | K ☐ | S ☐ | R ☐ | | | |
| | | K ☐ | S ☐ | R ☐ | | | |
| | | K ☐ | S ☐ | R ☐ | | | |
| | | K ☐ | S ☐ | R ☐ | | | |
| | | K ☐ | S ☐ | R ☐ | | | |
| | | K ☐ | S ☐ | R ☐ | | | |
| | | K ☐ | S ☐ | R ☐ | | | |
| | | K ☐ | S ☐ | R ☐ | | | |
| | | K ☐ | S ☐ | R ☐ | | | |
| | | K ☐ | S ☐ | R ☐ | | | |
| | | K ☐ | S ☐ | R ☐ | | | |
| | | K ☐ | S ☐ | R ☐ | | | |
| | | K ☐ | S ☐ | R ☐ | | | |

UNM Office of Assessment and APR

**SECTION II-2**

**NOTE:** State explicitly whether the program's assessment will include evidence from **all** students in the program or a **sample** (by student, by course section, by milestone). When possible, it is best to study the entire population of students in your program. However, in larger programs it may be more pragmatic to study a sample of the students instead. <mark>If sampling, please describe the course sections and/or the milestones.</mark> If you have questions about appropriate sampling, please contact your unit's assessment representative or the Office of Assessment at assess@unm.edu or (505) 277-4130.

**Please use the area below to elaborate on your assessment plans.**

Assessing and analyzing student learning outcomes:

     a.   Please describe the student artifact/performance that you will use to gather your assessment data:

     b.   Does your program assess all SLOs every year, or are they assessed on a staggered, three-year cycle? If staggered, please describe which SLOs will be assessed for each year. If a table better describes your response, insert it here.

     c.   What is the process you will use to review, analyze and interpret your assessment data?

     d.   What is the process you will use to communicate and implement your assessment results?

**Part III: Assessment REPORT Body**
**UNM Academic Programs/Unit Combined Assessment Plan and Report Template**
**The University of New Mexico**


**SECTION III-1**


**In response to <u>last year's assessment report</u>, please:**


a.  Describe the program changes that were implemented.


b.  Describe any revisions to your assessment process that were made for this reporting cycle.


**Please use the grid and narrative responses below to discuss your assessment results <u>from this year</u>:**

UNM Office of Assessment and APR

**Part III: Assessment REPORT Body**
**UNM Academic Programs/Unit Combined Assessment Plan and Report Template**
**The University of New Mexico**

| SLOs (copy and paste from PLAN above) | Student Population | Results* |
|---|---|---|
| *Copy and paste your SLOs from your entries in the PLAN above that were **measured during this year**.* | *Describe the sampled population, including the total number of students and classes assessed.* | *State whether the performance benchmark was met, not met, or exceeded AND the total number of students assessed (i.e., Exceeded, 95 out of 111 (86%) students)* |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

UNM Office of Assessment and APR

Please use the area below to elaborate on your findings.

Please identify the SLOs that did not meet your benchmark defined in the Assessment Plan.  Elaborate on what you think contributed to this:

## SECTION III-2

**In response to <u>this assessment report</u>, please answer the following questions:**

a.  Who participated in the assessment process (the gathering of evidence, the analysis/interpretation, recommendations)?

b.  Data Analysis: *Describe strengths and/or weaknesses of each SLO in students' learning/performance based on the data results you provided in the table above (e.g., Even though the benchmark was met, 40% of the students struggled with Topic X …).*

c.  Based on your assessment results from <u>this year and last year</u>, describe the recommendation that you have for improvement:

   ▪  Describe any program changes (e.g., curriculum, instruction, etc.) that will be implemented.

   ▪  Describe any revisions to your assessment process that will be made for the next reporting cycle.

UNM Office of Assessment and APR

d. How, when, and to whom will results and recommendations be communicated in a meaningful way?

UNM Office of Assessment and APR