

NEW Program-Unit Report Template

I. Purpose Statement

State your program/unit purpose statement, and a brief narrative of how it is linked to the College's purpose statement.

II. Goals and Outcomes/Objectives

Provide the current goals and outcomes/objectives for your unit. Goals are broad statements describing overarching long-range intended outcomes for the unit. Goals are usually not measurable and need to be further developed as separate distinguishable outcomes or objectives, that when measured appropriately, provide evidence of how well you are accomplishing your goals. For academic units these would be student learning outcomes that can be qualitatively and/or quantitatively measured. Administrative unit outcomes are usually statements that describe the desired quality (timeliness, accuracy, responsiveness, etc.) of key functions and services within the administrative unit. Operational outcomes define exactly what the services should promote (understanding, knowledge, awareness, appreciation, etc.).

III. Method of Assessment

Describe the methods used to assess each of objectives stated above. Multiple methods of assessment should be used (e.g. for academic units: field tests, surveys, embedded assessment instruments, portfolios, admission rates into graduate programs, or evaluations from employers of Centenary graduates; e.g. for administrative units: survey results, timeliness records, records of efficiency of services provided, focus groups, etc.).

IV. Assessment Findings and Achievement of Basic Educational Goals Articulated in College Purpose Statement

For each outcome mentioned in section III present the assessment data.

V. Planning

For all outcomes shown above, state how you used the assessment data to improve or modify your program as to improve student outcomes. Include actions taken, currently being undertaken, and being planned by the department to address any differences between goals and current outcomes. These actions may relate to course content, course offerings, major/minor requirements, instructional methods or technology.

VI. Implementation of best practices

Describe how the program/unit is attempting to implement the best practices in the particular field of expertise. Examples include the use of outside peer-reviewers and national standards (nationally-stated discipline-specific learning outcomes, major field achievement tests, etc). State how the use of these practices will improve the efficacy of the program/unit.

VII. State of program/unit (*On a separate page. To be retained by cabinet member and not submitted to IEC.*)

Comment on the state of the program/unit, including brief evaluations of each member of the unit not otherwise (third-year review, performance review, etc.) reviewed.

Program/Unit Review Suggested Outline

I. Purpose Statement

A. Program/Unit Purpose Statement:

B. How program/unit purpose statement relates to College's purpose statement:

II. Goals and Outcomes/Objectives

A. Goal 1:

1. Outcome 1:
2. Outcome 2: (if applicable)
3. Outcome 3: (if applicable)

B. Goal 2: (if applicable)

1. Outcome 1:
2. Outcome 2: (if applicable)
3. Outcome 3: (if applicable)

III. Method of Assessment

A. Assessment instrument for Outcome 1:

B. Assessment instrument for Outcome 2:

C. Assessment instrument for Outcome 3:

IV. Assessment Findings and Achievement of Basic Educational Goals Articulated in College Purpose Statement

A. Assessment findings

1. Assessment findings for Outcome 1:
2. Assessment findings for Outcome 2:
3. Assessment findings for Outcome 3:

V. Planning

For any goals where the benchmarks were not achieved, state what actions will be taken to improve attainment of student learning or quality of service objectives.

VI. Implementation of best practices

Are you already using the best practices in your field? How are these improving the program/unit? (If the answer to the first question is no, please list some of the practices that your program/unit could put in place and describe how they will improve the program).

VII. State of program/unit (On a separate page. To be retained by cabinet member and not submitted to IEC.)

Comment on the state of the program/unit, including brief evaluations of each member of the unit not otherwise (third-year review, performance review, etc.) review.