Appendix 2

Report Requirements

Departmental Reports

***Departmental Plan and Report Requirements for the***

***General Education Program***

Please provide a brief description of a GE outcomes assessment plan and report (maximum of ten pages, not including the summary or syllabi and other attachments) on the assessment of GE learning outcomes in the courses being reviewed, along with an overall summary of both the plan and report. Appendices may be included, but will not necessarily be used by reviewers.

THE CONTEXT:

***Assessment*** requires that: (1) learning goals and objectives be stipulated; (2) evidence be gathered about how well students meet those goals and objectives; and (3) the information be used for improvement (Walvoord (2004), *Assessment* *Clear and Simple*, Jossey-Basse publishers).

A ***plan*** describes the future, and includes:

* goals and objectives (expected learning outcomes)
* methods and procedures (for collecting evidence for each outcome)
* an indication as to how the information will be used
* a time-line or schedule for implementing and conducting assessment

A ***report*** describes what you have done or are doing, but may also include future planned actions based on outcomes information. A report includes:

* a description of the assessment strategies being employed and ways in which the assessment plan/process will be improved
* the outcome results of assessment measures
* actions taken or planned based on outcomes evidence to improve student learning
* an indication of how actions taken will be evaluated to ensure continuous improvements

To provide a framework for your reporting, please use the format specified on the following pages and summarize the information requested. Departmental report format may, in consultation with the College of Arts and Sciences Assessment Panel, be adjusted to align with the structure and focus of the departmental assessment plan.

1. ABSTRACT
2. Provide a brief summary, less than 200 words, of the plan and report (not part of the ten-page maximum).
3. Include:
	* Stage and progress made in GE department assessment planning and implementation
	* The courses on which this report is focused
	* The primary methods of evaluation of GE outcomes (direct/indirect measures) planned or implemented
	* How or whether GE outcomes evidence has been used to improve student learning through, for example, curricular development or practices in instructional practices or delivery.
4. COURSE DESCRIPTIONS: (suggested limit: two pages)

	1. Briefly explain how and why specific courses were chosen for assessment. (Courses chosen for departmental reporting should be judiciously selected to be broadly representative of the department’s role and involvement in the GE program. Thus, these courses may be approved in more than one GE category, may reflect different instructional approaches, may include courses offered on main and regional campuses, may be targeted to different levels of students, may include Honors and non-Honors versions, etc.)
	2. Identify the GE category/categories the courses have been approved to fulfill.
	3. Verify the accuracy of each course description in the course bulletin.
	4. Indicate any significant changes or improvements over the last five years, what led to those changes, and how the outcomes of those changes will be assessed.
	5. Provide a brief overview of the courses, how they are administered, and how they are overseen.
5. LEARNING OUTCOMES ASSESSMENT PLAN: (suggested limit: two pages)

	1. State the category level GE learning goals and objectives, and indicate the type(s) of evaluation method(s) (e.g., embedded testing; opinion survey; portfolio) that will be used to determine whether students have achieved the stated learning goals and objectives. Be sure to *link specific method(s) and measures to specific GE goals and objectives.*
	2. Specify the initial criteria for determining if GE goals and objectives have been met, including those for success as well as what would signify a weakness for further improvement. Attach grading rubrics or other evaluation instruments if used.
	3. Describe the general procedures for conducting the assessment, such as student sampling, evaluation of all or some sample of course sections, the way in which different objectives might be evaluated over time, etc.
	4. Spell out the plan for using GE outcomes evidence to improve learning over time.
	5. Give the multi-year timeline for implementing the plan and continuation of assessment, including strategies for evaluating improvement *over time*.
6. GE LEARNING OUTCOMES ASSESSMENT REPORT: (suggested limit: six pages)

	1. Describe briefly the progress that has been made in GE assessment, including planning and implementation of assessment strategies.
	2. Provide a *summary of the GE learning outcome evidence* obtained and an evaluation as to what that evidence suggests. Include whether goal specific learning was achieved according to the criteria specified, and strengths and weaknesses in various aspects of that student learning.
	3. Indicate how the information was shared or used.
	4. Specify any changes that were made as a result of the assessment findings such as changes in content, instructional delivery methods, assessment strategies, etc., and how those changes will be evaluated.
	5. Give recommendations and next steps for improving student learning.
7. SYLLABI:
	1. Attach current syllabi of the courses assessed in this report (all the courses that were reviewed; or a representative sample, if the assessment plan covered more than ten courses).
	2. Each syllabus must include:
		* Relevant GE goals and objectives
		* A statement as to how the course helps students achieve those goals and objectives

**Submit a digital copy to**: asccurrofc@osu.edu

154 Denney Hall
164 W. 17th Avenue
Columbus, OH 43210
Phone: 1 614 292-7226
Fax: 1 614 292-6303

**Copy report to College Dean**

***Please submit a single document that includes the syllabi and any appendices or grading rubrics.***

***Please limit the report proper to four pages maximum, excluding the abstract, syllabi and any grading rubric attachments.***

Appendix 2

Report Requirements

Course Reports

***Course Plan and Report Requirements for the***

***General Education Program***

Please provide a brief description of a GE outcomes assessment plan (maximum of one-page) and report (maximum of two pages) on the assessment of GE learning outcomes in the course being reviewed, along with an overall summary of both the plan and report. Appendices may be included, but will not necessarily be used by reviewers.

THE CONTEXT:

***Assessment*** requires that: (1) learning goals and objectives be stipulated; (2) evidence be gathered about how well students meet those goals and objectives; and (3) the information be used for improvement (Walvoord (2004), *Assessment* *Clear and Simple*, Jossey-Basse publishers).

A ***plan*** describes the future, and includes:

* goals and objectives (expected learning outcomes)
* methods and procedures (for collecting evidence for each outcome)
* an indication as to how the information will be used
* a time-line or schedule for implementing and conducting assessment

A ***report*** describes what you have done or are doing, but may also include future planned actions based on outcomes information. A report includes:

* a description of the assessment strategies being employed and ways in which the assessment plan/process will be improved
* the outcome results of assessment measures
* actions taken or planned based on outcomes evidence to improve student learning
* an indication of how actions taken will be evaluated to ensure continuous improvements

To provide a framework for your reporting, please use the format specified on the following pages and summarize the information requested.

1. ABSTRACT
2. Provide a 75-150 word summary of the plan and report (not part of the four-page maximum). The abstract as well as the report should focus on GE learning outcomes.
3. Include:
	* Stage and progress made in GE course assessment planning and implementation
	* The primary methods of evaluation of GE outcomes (direct/indirect measures) planned or implemented
	* How or whether GE outcomes evidence has been used to improve student learning through, for example, curricular development or practices in instructional practices or delivery.
4. COURSE DESCRIPTION: (one-two paragraphs)
5. Identify the GE category/categories the course has been approved to fulfill.
6. Verify the accuracy of the course description in the course bulletin.
7. Indicate any significant changes or improvements over the last five years, what led to those changes, and how the outcomes of those changes will be assessed.
8. Provide a brief overview of the course, how it is administered, and how it is overseen.
9. GE LEARNING OUTCOMES ASSESSMENT PLAN: (limit to one-page)
10. State the category level GE learning goals and objectives, and indicate the type(s) of evaluation method(s) (e.g., embedded testing; opinion survey; portfolio) that will be used to determine whether students have achieved the stated learning goals and objectives. Be sure to *link specific method(s) and measures to specific GE goals and objectives.*
11. Specify the initial criteria for determining if GE goals and objectives have been met, including those for success as well as what would signify a weakness for further improvement. Attach grading rubrics or other evaluation instruments if used.
12. Describe the general procedures for conducting the assessment, such as student sampling, evaluation of all or some sample of course sections, the way in which different objectives might be evaluated over time, etc.
13. Spell out the plan for using GE outcomes evidence to improve learning over time.
14. Give the multi-year timeline for implementing the plan and continuation of assessment, including strategies for evaluating improvement *over time*.
15. GE LEARNING OUTCOMES ASSESSMENT REPORT: (limit to two pages)
16. Describe briefly the progress that has been made in assessment, including planning and implementation of assessment strategies.
17. Provide a *summary of the GE learning outcome evidence* obtained and an evaluation as to what that evidence suggests. Include whether goal specific learning was achieved according to the criteria specified, and strengths and weaknesses in various aspects of that student learning.
18. Indicate how the information was shared or used.
19. Specify any changes that were made as a result of the assessment findings such as changes in content, instructional delivery methods, assessment strategies, etc., and how those changes will be evaluated.
20. Give recommendations and next steps for improving student learning.
21. SYLLABUS:
22. Attach a current syllabus.
23. The syllabus must include:
	* + Relevant GE goals and objectives
		+ A statement as to how the course helps students achieve those goals and objectives

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***Please submit a single document that includes the syllabus and any appendices or grading rubrics.***

***Please limit the report proper to four pages maximum, excluding the***

***abstract, syllabus and any grading rubric attachments.***