

Stephen F. Austin State University
ACADEMIC PROGRAM COORDINATORS
Materials to Collect for TracDat Assessment Plans and Results

Plan Data & Materials

1. Program objectives
That is, what are the planned program learning outcomes?
2. Method of assessment for each objective
For example, will the program use surveys, comprehensive exam data, portfolios, etc. to measure success?
3. Criteria for success or achievement for each objective
That is, at what level does the program consider the student or program successful? 85% level of satisfaction on a survey? 75% correct responses on embedded exam questions?
4. Schedule for assessment for each method of assessment for each objective
Indicate when assessment data will be collected. For example, when is the course offered, when is the comprehensive exam given, or when is the survey administered? Will the activity occur every term, every fall term, every even numbered spring term, etc?

Results Data & Materials

1. Number of students enrolled in program
How many declared majors are included in your assessment data for each method of assessment for each objective (may be the same for all objectives)?
2. Result (% of students performing at acceptable level according to plan criteria)
Summarize the aggregate results (or findings) for each method of assessment for each objective.
3. Result date
Record the date for each assessment for each objective.
4. Result Type
Determine conclusions for each assessment for each objective based on the assessment results: Criterion Met, Criterion Not Met, Inconclusive.
5. Action Status
Determine the status of your plan for each assessment for each objective: No Action Required, Implement Action Plan, Inconclusive
6. Plan of action to use results
Describe how the program plans to use the results for each method of assessment for each objective. What changes or improvements will be made to the program?
7. Provide follow-up report for previous results
Compare current results with previous results and address success of changes based on assessment results.

Attached Documents

1. Frequency table with assessment results
For each assessment for each objective, provide a record of assessments included in sample.
2. Copy of exact assessment instrument
For each assessment for each objective, attach an electronic version (either a scanned document or the Word, Excel, etc. document) of the assessment instrument and/or directions provided to students.
3. Copy of scoring guides, evaluation criteria, rubrics, or correct answers
For each assessment for each objective, attach scoring keys, rubrics, etc. (scanned documents or original Word, Excel, etc. documents)