

**NORFOLK STATE UNIVERSITY**  
**INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT**

**ASSESSMENT REPORT FORMAT FOR**  
**ACADEMIC PROGRAMS**

May 2006

**I. PROGRAM MISSION**

*I.1. Program mission* (with the reference to the university mission)

*I.2. Brief program overview* (structure, courses)

*I.3. Brief description of the assessment process*

**II. PROGRAM GOALS (3 to 5 goals)**

*II.1. Goal 1* (with the reference to the university goals) -- KNOWLEDGE

*II.2. Goal 2* (with the reference to the university goals) -- SKILLS

*II.3. Goal 3* (with the reference to the university goals) – VALUES/ATTITUDES

**III. STUDENT LEARNING OUTCOMES**

*III.1. Learning outcome(s) for Goal 1*

III.1.1. Outcome Statement 1/1

- Where in the *curriculum* the outcome is addressed? [i.e., where in the curriculum the outcome is developed and where the attainment of the outcome is measured]
- The *criteria* (standards) for success [i.e., what level of achievement is considered acceptable for students in the program]
- Assessment *methods* used to determine whether the outcome was attained [including how, when, and by whom attainment of the outcome was measured]
- The *results* of the assessment [i.e., what was learned about how well the program is achieving the outcome]
- **Use of assessment results for program improvement** [i.e., indicate how assessment results are being (will be) used to improve student performance in the specific area]
  - *Changes* to assessment process. For example,
    - Restructure goal/outcomes statement
    - Revise method of data collection/measurement approach
    - Conduct deeper analysis
  - *Changes* to operation or academic process. For example,
    - Revise admission criteria
    - Revise advising standards or processes
    - Make technology related improvements
  - *Changes* to curriculum. For example,
    - Revise prerequisites and/or sequences of courses
    - Revise course content
    - Add/delete course(s)

- **Evidence of improvement** based on analysis of assessment results\*\*

*III.2. Learning outcome(s) for Goal 2*

*III.3. Learning outcome(s) for Goal 3*

#### **IV. PROGRAM OUTPUTS**

Mandatory program outputs:

- Course completion rates
- Job placement rates
- Licensing examinations rates (if appropriate)

*IV.1. Output 1*

- The *criteria* (standards) for success [i.e., what level of performance is considered acceptable for the program]
- The assessment *method(s)* used to measure whether the output was attained [including how, when, and by whom attainment of the outcome was measured]
- The *results* of the assessment [i.e., what was learned about how well the program is achieving its objective regarding the output measure.]
- *Use* of assessment results for program improvement [i.e., indicate how assessment results are being (will be) used to improve student performance in the specific area]
  - *Changes* to assessment process. For example,
    - Restructure goal/outcomes statement
    - Revise method of data collection/measurement approach
    - Conduct deeper analysis
  - *Changes* to operation or academic process. For example,
    - Revise admission criteria
    - Revise advising standards or processes
    - Streamline program offerings
    - Make technology related improvements
  - *Changes* to curriculum. For example,
    - Revise prerequisites and/or sequences of courses
    - Revise course content
    - Add/delete course(s)

*IV.2. Output 2*

*IV.3. Output 3*

#### **V. ESTIMATED COSTS OF ASSESSMENT (OPTIONAL)**

#### **VI. SUMMARY**