**AY 2021-2022 Annual Program Assessment Summary Report Template**

**Intstructions**

1. *This template is for note-taking purpose only – it is to aid you in organizing the materials for submission. The actual submission is to be made using this electronic form:* <https://qualtrics.uvm.edu/jfe/form/SV_23HB42Adsgo6BIq>
2. *As you put together the materials for your submission, you may want to have website/SharePoint links and copies ready for: Program Assessment Plan, Updated E1A/E1B form, and any additional summaries or rubrics that you wish to include in your report. All templates, forms and link to the SharePoint site can be found at:* <https://www.uvm.edu/oir/annual-assessment-reporting>

*The average length of these reports is 3-4 single-spaced pages including the section headers and prompts.*

1. *For any questions, please call Anil Lalwani, Ph.D. at (802) 656-0693 or email at* *assess@uvm.edu*
2. **Program Info. (Part 1 of 6)**
3. College or School:
4. Prepared by:
5. Submitted by:
6. In what capacity are you involved in the submission:
7. Program(s):
8. Level(s):
9. Accreditation (Y/N):
10. Overview (300 words or less):
* Please provide an overview of your program(s).
* Introduce current core faculty, members of the assessment committee (if any), any new changes in faculty composition, and current enrollment (use [OIR enrollment dashboard](https://www.uvm.edu/oir/enrollment) to pull your enrollment data) in the program.
1. **Program Assessment Activities (Part 2 of 6)**
2. Where are program learning outcomes listed for each of the programs identified in the previous sections? (Please consider providing link to program website, SharePoint site, or any other electronic source where program learning outcomes are listed)
3. Do program coordinators have access to the above listed source(s)?
4. Where are you in your assessment plan/assessment cycle? (Please list the year)
5. Please upload a copy (Word or PDF format) of your current assessment plan. (If you are uploading plans for multiple programs, please submit them as a single Word or PDF file.
When uploading your file, please use this format label: *Program\_Level\_Document Type\_Month\_Year*. For example, for MS in Electrical Engineering, use the label "Electrical Engineering\_MS\_Updated Assessment Plan\_September 2022")
6. Briefly summarize any assessment activities during AY 2021-2022, including:
• Data gathered for use in current or future years – where/when gathered? How was it gathered?
• Describe any new or modified assessment strategies or outcomes for this year.
• List meetings/retreats to discuss data or student outcomes.

• Upload any relevant reports or summaries from the meetings indicated above.

1. Briefly summarize what your learned from your assessment activities in 2021-2022, including any curricular changes that have been proposed or implemented as a result of assessment. (Use bullet points; no word limit)
2. **E1A and E1B Forms (Part 3 of 6)**

Upload your E1A/E1B form(s) using the Word doc template provided here under the [Forms](https://www.uvm.edu/oir/annual-assessment-reporting) section.*Please not that the formatting of this document cannot be altered.*Also, when uploading E1A/E1B forms for multiple programs, please submit them as a single Word file.

When uploading your file, please use this format label: *Program\_Level\_Document Type\_Month\_Year.* For example, for E1A of BA and BS in Anthropology, use the label "Anthropology\_BA and BS\_Updated E1A Form\_August 2022"

1. **Additional Info. (Part 4 of 6)**
2. COVID-related disruptions - please report on any substantial COVID-related disruptions that impacted assessment in programs within your unit during AY 21-22. (No word limit)
3. Do any of the courses in this program(s) have a GenEd designation?
4. **Next Steps (Part 5 of 6)**
5. What next steps is your program/department planning for this program? (Use bullet points; no word limit)
6. What are the challenges you are facing, if any, regarding this program? (Use bullet points; no word limit)
7. **Suggestions (Part 6 of 6)**

1. Please suggest any additional trainings, supports or services that will help move assessment forward in your program(s). Routine offerings of resources are posted [here](https://www.uvm.edu/oir/annual-assessment-reporting).