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| **VANDERBILT UNIVERSITY**  **Educational Programs Annual Report**  **Assessment Period:** For each given academic year,  the assessment cycle begins early fall and concludes late spring  ***This document serves as a resource to support educational programs in identifying the required content, documenting notes, and preparing data for entry into the Planning system.***  This template is designed to capture the necessary data to fulfill Vanderbilt’s Annual Assessment and Reporting Process, which, in part, strives to remain in compliance with the principles of institutional accreditation. Each section is specific to a certain aspect of the annual report, and the font styles are as follows:  **LARGE, ALL-CAPS, BOLDED AND UNDERLINED TEXT** signal a new section.  **Bolded** text serves as a subheading for a required component.  *Italicized* text serves as instruction for each segment.  Yellow text signals where your input is required.  Should you have any questions, please reach out to the Office for Academic Program Review, Assessment, and Accreditation ([OAPRAA@vanderbilt.edu](mailto:OAPRAA@vanderbilt.edu)). |
| **MISSION STATEMENT AND CONTACT INFORMATIO**  **Title:** please title this segment: [Current Year] Mission Statement  **Mission Statement:** Place text here.  *What is the mission of your academic degree program? The mission should support Vanderbilt’s* [*mission*](https://www.vanderbilt.edu/about/mission/)*.*  **Reporting Agent Name and Title:** enter the name and title of the reporting agent here *(the faculty person primarily responsible for leading this annual assessment/evaluation/reporting on behalf of the educational program).* |
| **STUDENT LEARNING OUTCOMES (SLOs)**  *Please use this space to state the student learning outcome. A student learning outcome is a concise representation of what students will know, will be able to do, or will be able to demonstrate after completing a course/program of study.*  *Example: By the time a student graduates from XYZ program, the student will be able to apply major theories to contemporary social problems using the major authors in the field.*  *Each academic program must have a minimum of three student learning outcomes. More than three is acceptable. The goal is to have consistent learning student learning outcomes over the course of several years for the purposes of evaluation, ongoing assessment, and documentation of seeking continuous improvement within the program.*  **STUDENT LEARNING OUTCOME #1**  **SLO Number:** place “SLO #” here to match which SLO this is.  **SLO Statement:** place text here.  **Last Assessed:** Choose an item.  **Assessment Measurement Type:** select all that apply from the list below.  *Please select all of the assessment measures that will be utilized to evaluate student achievement of this outcome. Please note that current best practice is to evaluate each outcome using at least two (2) assessment measures.*  Course examination (during semester)  Course paper (during semester)  Course performance/production (during semester)  Final examination  Qualifying Exam/Comprehensive Exam  Final paper  Dissertation/Thesis Defense  Final performance/production  Internship/Practica experience evaluation  Externship evaluation  Major field test (licensure/certification examination)  Portfolio of work  Student teaching observations  Other (please describe in the narrative space below)  N/A (use ONLY if this SLO was not evaluated during this academic year)  **Assessment Measures Narrative**: place text here.  *Student Learning Outcomes should be assessed using two different forms of assessment. Please use this space to elaborate on the selections made above. Programs may also use the “ + File “ button to add sample rubrics, draft exams, or other relevant materials to support the narrative.*  **Proficiency Rate:** place text here.  *Please define proficiency (expected performance) for this SLO. For example, 85% of students in the program will score at least an eight (8) out of ten (10) on their comprehensive essay exam.*  **Assessment Results:** place text here.  *Use this space to present the findings of your evaluation of BOTH assessment methods in support of the program’s overall performance for this SLO. Be sure to reference how many students were evaluated, as well as to upload any relevant supporting documentation used to generate this evaluation.*  **Future of Outcome:** select all that apply from the list below.  *Please select all that apply with respect to the future of this particular outcome as a focus/emphasis of the program.*  Continue with SLO as is for further evaluation  Modify the assessment measures used to evaluate this SLO  Adjust the proficiency rate for this SLO  Adding/substituting new courses to support evaluation of this SLO  Sunset/retire this SLO and replace with a new SLO  Other (please elaborate in the "improvement" narrative below)  N/A (use ONLY if this SLO was not evaluated during this academic year)  **Future of SLO Narrative** place text here.  *Please use this space to elaborate on your selections above to provide a summary of the program’s plans with respect to the future evaluation of this outcome.*  **STUDENT LEARNING OUTCOME #2**  **SLO Number:** place “SLO #” here to match which SLO this is.  **SLO Statement:** place text here.  **Last Assessed:** Choose an item.  **Assessment Measurement Type:** select all that apply from the list below.  *Please select all of the assessment measures that will be utilized to evaluate student achievement of this outcome. Please note that current best practice is to evaluate each outcome using at least two (2) assessment measures.*  Course examination (during semester)  Course paper (during semester)  Course performance/production (during semester)  Final examination  Qualifying Exam/Comprehensive Exam  Final paper  Dissertation/Thesis Defense  Final performance/production  Internship/Practica experience evaluation  Externship evaluation  Major field test (licensure/certification examination)  Portfolio of work  Student teaching observations  Other (please describe in the narrative space below)  N/A (use ONLY if this SLO was not evaluated during this academic year)  **Assessment Measures Narrative**: place text here.  *Student Learning Outcomes should be assessed using two different forms of assessment. Please use this space to elaborate on the selections made above. Programs may also use the “ + File “ button to add sample rubrics, draft exams, or other relevant materials to support the narrative.*  **Proficiency Rate:** place text here.  *Please define proficiency (expected performance) for this SLO. For example, 85% of students in the program will score at least an eight (8) out of ten (10) on their comprehensive essay exam.*  **Assessment Results:** place text here.  *Use this space to present the findings of your evaluation of BOTH assessment methods in support of the program’s overall performance for this SLO. Be sure to reference how many students were evaluated, as well as to upload any relevant supporting documentation used to generate this evaluation.*  **Future of Outcome:** select all that apply from the list below.  *Please select all that apply with respect to the future of this particular outcome as a focus/emphasis of the program.*  Continue with SLO as is for further evaluation  Modify the assessment measures used to evaluate this SLO  Adjust the proficiency rate for this SLO  Adding/substituting new courses to support evaluation of this SLO  Sunset/retire this SLO and replace with a new SLO  Other (please elaborate in the "improvement" narrative below)  N/A (use ONLY if this SLO was not evaluated during this academic year)  **Future of SLO Narrative** place text here.  *Please use this space to elaborate on your selections above to provide a summary of the program’s plans with respect to the future evaluation of this outcome.*  **STUDENT LEARNING OUTCOME #3**  **SLO Number:** place “SLO #” here to match which SLO this is.  **SLO Statement:** place text here.  **Last Assessed:** Choose an item.  **Assessment Measurement Type:** select all that apply from the list below.  *Please select all of the assessment measures that will be utilized to evaluate student achievement of this outcome. Please note that current best practice is to evaluate each outcome using at least two (2) assessment measures.*  Course examination (during semester)  Course paper (during semester)  Course performance/production (during semester)  Final examination  Qualifying Exam/Comprehensive Exam  Final paper  Dissertation/Thesis Defense  Final performance/production  Internship/Practica experience evaluation  Externship evaluation  Major field test (licensure/certification examination)  Portfolio of work  Student teaching observations  Other (please describe in the narrative space below)  N/A (use ONLY if this SLO was not evaluated during this academic year)  **Assessment Measures Narrative**: place text here.  *Student Learning Outcomes should be assessed using two different forms of assessment. Please use this space to elaborate on the selections made above. Programs may also use the “ + File “ button to add sample rubrics, draft exams, or other relevant materials to support the narrative.*  **Proficiency Rate:** place text here.  *Please define proficiency (expected performance) for this SLO. For example, 85% of students in the program will score at least an eight (8) out of ten (10) on their comprehensive essay exam.*  **Assessment Results:** place text here.  *Use this space to present the findings of your evaluation of BOTH assessment methods in support of the program’s overall performance for this SLO. Be sure to reference how many students were evaluated, as well as to upload any relevant supporting documentation used to generate this evaluation.*  **Future of Outcome:** select all that apply from the list below.  *Please select all that apply with respect to the future of this particular outcome as a focus/emphasis of the program.*  Continue with SLO as is for further evaluation  Modify the assessment measures used to evaluate this SLO  Adjust the proficiency rate for this SLO  Adding/substituting new courses to support evaluation of this SLO  Sunset/retire this SLO and replace with a new SLO  Other (please elaborate in the "improvement" narrative below)  N/A (use ONLY if this SLO was not evaluated during this academic year)  **Future of SLO Narrative** place text here.  *Please use this space to elaborate on your selections above to provide a summary of the program’s plans with respect to the future evaluation of this outcome.* |
| **ADDITIONAL STUDENT LEARNING OUTCOME(s)**  *If your program has additional SLOs to report, please copy the SLO items used above (SLO statement, measurement type, assessment methods and procedures, proficiency rate, and assessment results) to the space below.*  Text here. |
| **MODIFICATIONS AND IMPROVEMENTS BASED ON THE RESULTS**  *How will the results be used for student learning and/or program improvement(s)? What actions or modifications have been or will be made based on the results of this year’s assessment? Attachments may be included. If you have specific actions based on certain SLOs, please identify the SLO alongside the planned modification/improvement.*  Text here. |
| **REVIEW OF PRIOR YEAR’S PLANNED IMPROVEMENTS AND RESULTS**  *Use this space to reflect on the planned improvements from last year's annual report. What did your program modify? What was the impact?*  Text here. |

**Supporting Documentation**

Please attach supporting documentation such as rubrics, questionnaires, charts, surveys, spreadsheets, tables, and detailed descriptions of assessment findings. Please be sure to clearly identify which element of the report they are supporting (i.e., assessment measures, results, etc.).

**Annual Reporting Expectations**

Each academic program must have an assessment report and collect data on at least two of their outcomes annually. To comply, program must:

* List all SLOs in the report. Even those not assessed for the given assessment cycle.
* List all assessment measures for each SLO in your report.
* For SLOs assessed in the current cycle, enter data and information into assessment results and the future of outcome spaces.
* For SLOs not assessed in the current cycle, please select “SLO not evaluated during this academic year” at the bottom of the SLO plan item.