Template: Part 2, Annual Assessment Report

Annual program assessment reporting happens in two phases: the plan for assessment for each degree program (template below) is submitted by March 1st of each year. Annual assessment results are presented and analyzed in a separate template, due November 1st of the following year.

**Due November 1, 2018.**
Send to Carolyn Comiskey, Executive Director of Assessment, Carolyn_Comiskey@fitnyc.edu

**Program Information:**

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<th>Program/Degree Name:</th>
<th>Assessment Contact:</th>
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*A report must be submitted for each degree managed by a department.*

**Assessment Methods, Updated Information:** (1-2 paragraphs) Update the information from the assessment plan submitted the previous February. Describe any changes to the plan, and/or provide details that were unavailable at that time, such as final sample sizes. Please provide all details relevant to understanding the assessment. For example:

- If student work was reviewed, was a sample of work collected, or were materials from all students evaluated? Please be specific about the number of student works selected, the size of the pool from which samples were selected, and how the samples were selected.
- How was the work evaluated, and by whom?
- Programs in an archiving/collecting year: Describe the collection of evidence during the academic year.
- Please include copies of any surveys, rubrics or other assessment tools as appropriate, if not provided previously.
Assessment Results: Provide a description of the major findings below; documentation may be attached as well (e.g. tables showing rubric results, exit survey reports, minutes of faculty discussions of student work, etc.)

Findings, Analysis and Conclusions: (1-2 paragraphs). Describe the faculty’s consensus on what the results indicate.
- What was the expected achievement level, and were students meeting the learning outcome(s) at the level desired by faculty? What were strong and weak areas of student learning? What did faculty discover about student learning?
**Planned Use of Assessment Findings:** (1-2 paragraphs) Discuss any changes/improvements planned as a result of this year’s assessment findings (such as curriculum modifications, budget requests, or other matters under a program’s control). Please be as specific as possible.

**Faculty Involvement:** (1 paragraph) Please describe how faculty members were involved in the assessment process and discussion of results.
Describe Recommendations for Assessment Improvements: (1 paragraph)

- Was the assessment method used successful in examining at student learning, providing reliable information?
- Will assessment methods change in the future based on this year’s experience?