



Annual Program Assessment: Plans and Reports

1 message

UAS Provost Office <uas.provost@alaska.edu>

Thu, Sep 14, 2023 at 3:10 PM

To: Juneau Fulltime Faculty Email List <Juneau.FTFaculty@alaska.edu>, Sitka Full-time Faculty <sitka.ftfaculty@alaska.edu>, Ketchikan Fulltime Faculty Email List <ketchikan.ftfaculty@alaska.edu>

Dear Faculty,

I hope this message finds you and your students settled into a good semester start. I want to take a moment to update you on annual program assessment activities.

At the September meeting, the Faculty Senate approved minor modifications to the annual program assessment report template. The template is located on the Provost's website. I have also attached the new template to this email. Here is a summary of the changes:

1. Qualifies Program Summary as "Brief"
2. Contains a footnote to clarify that no enrollment data is, and
3. Prompts faculty to confirm that Program Learning Outcomes (PLOs) are well-written and accurate in the course catalog

Annual program assessment plans and reports are required for certificate, associate, bachelor, and master's degree programs. For Faculty, maintaining an [Annual Program Assessment](#) program includes updating the program's assessment plan, if needed, by October 5, and submitting the annual program assessment report by March 1. Here are some important points to keep in mind:

- Faculty only need to assess some PLOs each year, but ALL PLOs must be assessed during the five-year program review period. If you aren't sure when your program's next five-year review will occur, the annual and five-year review schedule is posted on the [Provost's website](#).
- Program coordinators only need to provide an Annual Program Assessment Report during the year the program is up for a five-year program review if not all PLOs have been assessed since the prior review. For more information, visit the [FAQ tab on the assessment page](#).

The NWCCU's standard 1.C.3 states, "The institution identifies and publishes expected program and degree learning outcomes for all degrees, certificates, and credentials." At UAS, we meet this standard by including PLOs for all programs in our Course Catalog. With this in mind, as you review your Annual Program Assessment Plan, please ensure that PLOs:

- Listed in the plan are the same as what is in the Catalog
- Can be measured and mapped to an assessment activity
- Are of a reasonable number - only need three to seven
- Are well written (Don't all start with "Students will")
- As appropriate, please make updates in CourseLeaf

Thank you for all you do to serve our students and support accreditation. Don't hesitate to contact me or your Dean/Director with any questions!

Best,
Maren

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University of Alaska Southeast
Juneau, AK 99801



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