

Annual Assessment Reporting Guide

Assessment Cycle Overview: August 1 – July 31

Phase	Timeline	Primary Activity
Plan	August–October	Review mission, outcomes, measures, and targets
Do	Throughout the Year	Collect assessment data
Check	January & June	Review results and reflect on findings
Act	May–July	Implement improvement actions and finalize reporting

Requirements

1. **All academic programs** must have a distinct mission statement, including programs that award either a BA/BS, MA/MS, or earn an MA *en route* to PhD.
2. **All degree programs** are required to establish at least four (4) Student Learning Outcomes (SLOs).
Certificate/Diploma programs are required to establish at least two (2) SLOs.
 - a. Each degree program should assess at least two (2) SLOs per year and assess all outcomes at least twice in five years.
 - b. For undergraduate programs, one of the four (4) SLOs must address Writing in the Major (WIM).
 - c. Each certificate/diploma program should assess at least one (1) SLO per year and assess all SLOs at least twice in five years.
3. **New or existing program** with zero enrollment or scheduled for discontinuation in an upcoming academic year must submit an annual assessment report. See the [Zero Enrollment/Discontinuing Programs](#) sample.

Process

Institutional Effectiveness (IE) is responsible for collecting annual assessment reports from over 300 academic programs. Approximately one-third of academic programs assigned to both the Director and Associate Director of Assessment will be selected each year to receive annotated feedback. Selection is based on the previous year's scored report and/or when scoring last occurred.

Yan Cooksey, Director of Assessment	Brooke Guelker, Associate Director
Dedman School of Law Lyle School of Engineering Meadows School of the Arts + SMU Guildhall Moody School of Graduate and Advanced Studies Perkins School of Theology Simmons School of Education and Human Development	Cox School of Business Dedman College of Humanities and Sciences

Curricular Change Moratorium

To submit curricular change proposals to the [Educational Programs Committee \(EPC\)](#), all programs within the College or Schools must be compliant. The College (by division) or School will be put on a temporary [moratorium](#) until such time as all programs are compliant with annual reporting requirements.

Annual Assessment Report Timeline

Phase	Description	Anthology Planning Template	Template Steps to Complete
Plan (August – October)	Review and/or update program mission statement, student learning outcomes and their associated measures and targets.	1. Mission Statement 2. Student Learning Outcomes (SLOs)	1. All fields. 2. Steps 1A – 3A and Progress (change status to In Progress once initial review is complete)
Do (all year)	Collect data for the student learning outcomes being evaluated.	Not Applicable	Not Applicable
Check (January and June)	Review results and reflect on findings for the student learning outcomes being evaluated.	1. Student Learning Outcomes (SLOs)	1. Steps 4A – 4C
Act (May – July)	Establish and implement action plans for unmet targets and provide a status update on the previous year's action plan(s). If all targets are met, establish at least one action plan for one of the outcomes.	1. Student Learning Outcomes (SLOs)	1. Steps 5A – 6B and Progress (change status from In Progress to Complete when SLO reporting is finalized)
Feedback (August – October)	The Office of Institutional Effectiveness (IE) reviews and provides annotated feedback for selected academic programs. This feedback will be included in the Assessment Plan & Report Feedback template in Planning along with a copy of the scoring rubric.		
Review (November – December)	Academic programs review annotated feedback to prepare for required spring debriefing sessions. Registration for debriefing sessions should be available by mid-November.		
December 31	The Office of Institutional Effectiveness (IE) activates an Educational Program Committee (EPC) Curricular Change Moratorium at the College (by division) and School level for all noncompliant programs.		
Debrief (January – March)	The Office of Institutional Effectiveness (IE) meets with selected academic programs to discuss feedback.		
Revise (January – May)	Academic programs revise the previous year's assessment report and upcoming assessment report based on annotated feedback and debriefing discussion.		