

**REVISED TEMPLATE**

**College or Unit Level Annual Assessment Report  
Template and Guidelines**  
(Rev. March 14, 2018)

**College or Unit Name:**

**Report Year: 2017-18**

**Submitted by:**

**Submitted on (date):**

**EMU's Mission and Expectation for Assessment**

(<https://www.emich.edu/assessment/>)

**Mission**

EMU creates a culture of assessment through collaborative planning, systematic implementation, and rigorous analysis of collected data to make informed decisions that enhance opportunities for students to learn and to strengthen all curricular and co-curricular areas.

**Expectation**

EMU expects all curricular and co-curricular areas to generate and implement learning goals, collect relevant data, and use on-going assessment processes for continuous improvement.

**Purpose of Unit Reports on Assessment of Student Learning**

The nine units that report on assessment of student learning (see the list below), list their goals for the academic year, describe what goals were accomplished, and provide examples of how assessment data were used to enhance programs and student learning.

**Unit Reports and Final Preparation for HLC's Campus Visit**

The Higher Learning Commission visited EMU in October 2017 and submitted a final report of its findings February 2018. The following template for annual reporting, in part, provides a response to comments and suggestions by HLC.

**For links to the assessment page for each of the following, go to**

<https://www.emich.edu/assessment/unitsaessment.php>

- College of Arts and Sciences
- College of Business
- College of Education
- College of Health and Human Services
- College of Technology
- General Education
- Graduate School
- Retention Programs (e.g., BrotherHOOD/SisterHOOD; Trio 3S; Edge; and G2C)
- Student Affairs & Student Services
- University Library

**Please address all five items.** *This template is designed to encourage you to consider and provide examples of how assessments have enhanced students' learning, or opportunities for students to learn or to demonstrate success. Therefore, reshape and describe distinctions critical to your program(s).*

1. **Introduction**

Provide an overview of your assessment program. Consider using this opportunity to craft and express the message and talking points that describe your unit's assessment program.

2. **Summary of Accomplishments during the Current Reporting Cycle (AY2017/18)**

Reflecting on the assessment goals your unit established a year ago, summarize your unit's accomplishments in areas of student learning, including assessment processes and *closing the loop*. Provide at least two examples of each of the following components.

- Process(es) of assessing student learning
- Highlights of student learning outcomes (data-related)
- Closing the loop—specify how you define this phrase: How did you use assessment data to inform decision-making and decisions that may have led to improvements?

3. **Closing the Loop: Over Time Analysis**

For the past few years, we have focused on how information collected and analyzed during assessment of student performances is used to make improvements. Peruse your past two or three annual reports and describe how programs in your unit have strived to make *continuous* improvement. Provide *specific* examples of how you observed improvements in student learning, instruction, and curricula.

4. **Goals for 2018-19.** List and briefly describe goals for the next academic year, particularly noting how the goals emerged from observations from the current year. This section sets up the foundation for next year's action and will serve as a reference for next year's report (see Item #2 above).

5. **Provide the Template used for Reporting.** Finally, please provide a copy of a representative template that you used for programs to report assessment findings.