San Francisco State University
Linking Assessment and Program Improvement:
Guidelines for Completing the Inventory of Program Assessment Activities, 2005-2006

Goals
The primary purpose of programmatic assessment is to define a program's learning outcomes, to collect and analyze evidence to determine the extent to which these outcomes are being met, and to use the results for program improvement. Guidelines and definitions to assist you in completing the Inventory of Program Assessment Activities follow.

Programs Defined
Programs include undergraduate and graduate majors and concentrations. Identify each separate degree program on separate matrices. Include the mission of the program.

Student Learning Outcomes (SLO)
Learning outcomes are succinct, measurable statements that describe the knowledge, skills, understandings, and/or attitudes students will possess upon achievement of that outcome. Attention is focused on the specific types of performances that students are expected to demonstrate.

Places in curriculum where student learning outcomes are assessed.
Indicate in which courses or specific activities the SLOs described are addressed. This might include introductory courses where the SLO may be addressed and later intermediate and advanced classes where the SLOs are further developed as well as advanced classes where students demonstrate mastery of the outcome.

Assessment Methods/Choices
Assessment methods consist of a variety of data collection strategies designed to measure the attainment of outcomes. All assessment plans should have at least 1 direct measure of student learning, along with indirect measures. Please provide detail as to how the methods are used to gather information. Attach any rubrics, questionnaires, skills exams etc. used in assessment)
Assessment strategies and methods may include these strategies or a combination of them:
  Assignments in capstone courses, Case studies
  Content analysis (e.g., writing samples, papers, fieldwork or internship evaluations)
  Departmental exams and essays specifically designed to examine a particular outcome
  Focus groups, Interviews (e.g., midpoint, exit)
  Matrices (e.g., charts summarizing relationships between program objectives & courses, course assignments or course syllabi)
  Portfolios, Performance Based Assessments
  Reflective Essays
  Scoring Rubrics (i.e., holistic rating sheets for student products, performances, portfolios)
  Standardized Examinations
  Student Projects (e.g., junior or senior projects)

Summary of Findings about Student Learning
Summarize the results of your assessment. (1) What did the students learn? (2) How well is your program achieving its outcomes for student learning?

Use of Findings for Program Improvement
Indicate how assessment findings which resulted in your program's continued success and/or improvement.

Due: October 27, 2006
Hard copy due in ADMIN 447 and as an e-mail attachment to: assess@sfsu.edu