

Anderson University Liberal Arts Assessment Committee
Writing the Liberal Arts Assessment Report
Spring 2008

Due May 28, 2008

Please use the following format when submitting the report. Ten copies are requested: one electronic and the remaining nine are paper. One paper copy needs the original signatures of those who participated in the process. All reports are to be sent to Pat Griffin (griffinp@anderson.edu), Director of University Assessment. The Liberal Arts Assessment Committee will review reports using the guidelines below.

1. Discuss methodology

- a. Sample size and selection (A general statement will be provided by the committee)
- b. Artifact(s) used (include in appendix)
- c. Mechanics of data collection
- d. Name(s) of everyone working and a brief description of the activities completed by each person.

The remainder of the report is constructed using the curricular objectives and their respective components. For each objective measured from the assessment plan, complete the following:

1. Identify objective, components and criteria of measurement

2. Data

- a. Report for group rather than individuals
- b. Use appropriate statistics: percentages and means are typically adequate.
- c. When multiple years become available, report the current findings with the two most recent data collections. This can be completed in a table.

3. Analysis and discussion of findings

- a. Determine if the criterion for the respective components was met based upon the standard set in the outcome for the objective.
- b. Discuss the meaning(s) of the findings.
- c. Attempt to explain findings that do not meet the set standard. Include discussion of methodology that may have influenced the results and propose changes for methodology.
- d. Discuss strengths and weaknesses of the curricular area suggested by the findings.

- e. Once a sufficient amount of data has been accumulated and analyzed, adjustments that might be appropriate for the assessment plan and/or the curricular area should be discussed along with a plan for change.
 - f. The results of changes made to the assessment plan, process and/or curricular area since the last assessment should be stated and analyzed (Closing the Loop).
4. If the complete plan of assessment has not been implemented, propose a time frame for full implementation.
5. Indicate a specific plan for making students and other pertinent stakeholders aware of the report.
- F/Assessment/Reports/Template – Writing the LA Assessment Report 5/2007 pg