YEAR 1: Objectives/Outcomes Development

1. What are your unit’s current objectives/outcomes? Please note any changes to your objectives/outcomes since last year, if any.

2. Please list and briefly describe all significant operational changes (i.e. developments) that have been approved and/or implemented during the previous 1-2 academic years, since the last time you reported them.

3. Please provide a reflection (i.e. story) of the various factors and rationales that encouraged your unit to make those changes. Especially include any relevant findings or conclusions from assessment of objectives/outcomes that contributed to these decisions, in addition to other factors that might have applied. If you have appendix materials to support your response (optional), please upload them here (or at the end of the survey).

4. If applicable, please describe any other assessment, operational changes, or activities completed last year, beyond those stated above (including alternative projects for assessment mini-grants) that either directly or indirectly aim to improve operations and/or student learning overall.

5. Which objectives/outcomes will you assess during this current academic year, and for what reasons are you and your colleagues focusing on these in particular?

6. How will you measure progress (or achievement) of these objectives/outcomes? Use multiple measures when feasible.

7. What are your “success” benchmarks for your selected measures? What measurement threshold will indicate the successful accomplishment of each objective/outcome?

8. Please describe in what ways multiple colleagues or other stakeholders (if applicable) are involved in the assessment process.

9. Will you be uploading any appendices with your report? If yes, include the name of your administrative unit in each filename you upload.

YEAR 2: Discoveries of Progress on Objectives

1. What are your unit’s current operational objectives or outcomes? Please note any changes to your objectives/outcomes since last year, if any.

2. Please provide a meaningful summary of your assessment results (i.e. discoveries) for objectives/outcomes during the past 1-2 academic years. You are encouraged to summarize
which outcomes/goals (or specific knowledge/skills within each outcome) were met to your unit’s satisfaction, and which ones were identified for further development. Please include discussion about whether or not your "success" benchmarks were met, and attach any relevant tables/graphics.

3. In what ways do you and your colleagues plan to consider and make use of this data during the next academic year? Please indicate how the data will be shared and discussed among your colleagues as appropriate. (Note: Decisions about specific changes to operations are not expected at this point. Rather, please provide a general plan for how this information will be shared and considered for potential future changes.)

4. Please upload relevant appendices that support your summarized findings above, such as aggregated rubric scores, charts and/or graphs of outcomes data, aggregated survey responses, etc. Please include the name of your unit in each filename you upload. (Note: Specific data/findings will not be judged. Rather, these materials may be necessary for the Assessment Committee to better understand your summary responses above.)

NOTE: Units desiring to submit a report on the full assessment cycle, including assessment discoveries and curriculum developments, will see this third option on the report submission link.

Ready to submit your report? Use the link at www.butler.edu/oira/annual-assessment-reports to complete your area’s assessment report online.