

# Annual Academic Program Assessment

## Reporting On Continuous Improvement Efforts

### Annual Academic Program Assessment Report (AAPAR) Web-Application Template

This fillable PDF form is designed to help organize and collect data off line in preparation to input the contents of this form into the web application form fields – <http://programassessment.webapps.buffalo.edu>

### Service Administration

The Office of Educational Effectiveness (OEE) provides oversight of annual student learning assessment and reporting activities in compliance with the Middle States Commission on Higher Education (MSCHE). For more information visit our webpage – <http://www.buffalo.edu/oe/>

### Using this template

Duplicate the template for each program assessment report and title it with the program name.

Each section of this template corresponds to a form field in the AAPAR web-application. The form fields in the pdf are designed to auto scale text to fit the content entered into them. When entering content into text-area fields (such as mission, goals, and particularly learning outcomes) enter content as an overview or concise statement, then refer to attached documents when longer narrative, greater detail, charts or supporting evidence is appropriate.

## Academic Unit

### Details about the Academic Unit, Department

Academic Unit		Entity #	
Department		Entity #	
Department Mission A concise statement of the general values and principles which guide the curriculum and set the tone and philosophical position that guide program goals.			
Department Goals			
Dean/Associate Dean Provide first, last, and UB IT Name			
Chair/Director Provide first, last, and UB IT Name			
Administrative Support Provide first, last, and UB IT Name			
University Assessment Council Rep Provide first, last, and UB IT Name			

**Program**

**Details about the Academic Program**

Primary Program		SED #	
Degree			
Associated Programs			
<p>These are program tracks, concentrations, combined degrees and online versions.</p>			
Program Mission			
<p>A concise statement of the general values and principles which guide the curriculum and set the tone and philosophical position that guide program goals.</p>			
Program Goals			
Program Coordinator			
Provide first, last, and UB IT Name			

**Accreditation Status**

**Status of last external accreditation visit or comprehensive program review.**

Agency	
<p>Organization that is providing the accreditation. An abbreviation is the preferred format. For example: ABET rather than Accreditation Board for Engineering and Technology.</p>	
Date of Site Visit	
<p>The date the site visit was completed. The preferred format is mm-dd-yyyy</p>	
Visit Outcomes	
<p>A brief statement of the outcomes. For example: Initial Accreditation, Accredited, Accredited with Comment, Partial Accreditation, etc.</p>	
Date Accredited Through	
<p>The date the accreditation status expires. The preferred format is mm-dd-yyyy</p>	

## Learning Outcomes

What students will know and be able to do when they graduate

Learning outcomes have a limited number of fields partly to indicate best practice on length – 5 to 8 well written and measurable learning outcomes is the recommendation.

### 1 – Outcome

For the purposes of the AAPAR student learning outcomes are measured at the program level.

### Assessment Method

How the outcome will be measured. Who will be assessed, when, and how often.

### Success Criterion

The level of performance which represents mastery and what proportion of students should be achieving mastery.

### Assessment Findings

The assessment results and what they show about student learning.

### Actions Based On Findings

A brief description of actions that will be taken to improve the program or courses in the program based on the assessment findings.

### UB ILO Mapping

Select institutional learning outcomes (ILO) that map to this learning outcome.

- 1. Critical Reasoning** — Demonstrate domain expertise, including critical reasoning and analysis.
- 2. Literacy Skills** — Apply effective communication, information, and digital literacy skills.
- 3. Ethics And Responsibility** — Demonstrate ethical and professional responsibility and act according to the norms of the chosen discipline.
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- 5. Collaborate Positively** — Collaborate positively with others to achieve a common purpose.
- 6. Personal Skills** — Assess, articulate, acknowledge personal skills, abilities and growth areas.
- 7. Service Engagement** — Demonstrate commitment to community service and engagement

### Course Mapping

A list of courses that directly address this learning outcome.

## Learning Outcomes

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## Learning Outcomes

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## Learning Outcomes

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### 4 – Outcome

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### Assessment Method

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### Success Criterion

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### Assessment Findings

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### Actions Based On Findings

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**Learning Outcomes**

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<p>Success Criterion</p> <p>The level of performance which represents mastery and what proportion of students should be achieving mastery.</p>	
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## Learning Outcomes

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6 – Outcome

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Assessment Method

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Success Criterion

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Assessment Findings

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Actions Based On Findings

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## Learning Outcomes

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7 – Outcome

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Assessment Method

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Success Criterion

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Assessment Findings

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## Learning Outcomes

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### 8 – Outcome

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### Assessment Method

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### Success Criterion

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### Assessment Findings

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### Actions Based On Findings

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**Learning Outcomes**

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## Planning Narratives

### Program Plan

Identify which learning outcome(s) are the focus of this assessment cycle. Indicate the plan of action for maintaining, strengthening, or changing aspects of program delivery based on the assessment findings or interpretation of results for the outcomes focused on in this report.

### Budget Plan

A budget narrative that links strategic investments with supporting evidence of need identified through program assessment. Identify specific program budgetary needs and link the needs to learning outcome assessment completed in this assessment cycle.

### Assessment Plan

Identify which learning outcome(s) will be the focus of assessment in the upcoming assessment cycle.

**Attached Documents**

File uploads to AAPAR must be of type “application/pdf” and be no larger than 2.3mb in size.

**Documents that add detail to the program assessment such as:**

- narrative and summary reports,
- curriculum maps,
- assessment rubrics,
- and evidence of student learning.

**Documents from external accreditation or comprehensive program review such as:**

- self study report,
- evaluator reports,
- and action plans.

1	Title	
	Subtitle	
2	Title	
	Subtitle	
3	Title	
	Subtitle	
4	Title	
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