

ANNUAL ASSESSMENT REPORT

(All text in blue and italic is to be deleted when submitting the final annual report)

This Annual Learning Outcomes Assessment report provides essential information related to the assessment of Program level Student Learning Outcomes (SLOs) and should include the following:

- Details on implemented assessment activities*
- Analysis of assessment results with detailed findings and recommendations*
- Detailed plans for future improvement (improvement actions)*
- Details on improvement actions implemented during the current academic year.*

*The narrative part of this report should be concise with additional required documents joined as appendices. **The report is to be reviewed, approved by the Program faculty and submitted to the College level committee no later than one week following the end of the Final exam period. The College level SLO assessment committee shall review, approve and submit the annual reports to the APLOA office by the end of the second week after the end of the Final Exam period.** The report is to be used by the APLOA office to develop the university wide learning outcome assessment report and to ensure that the program is in compliance with the university requirements in relation with the assessment of Program level SLOs.*

This report includes two main parts:

*- **In the first part of the report,** programs report on their initial assessment plans for the academic year, provide details on assessment activities conducted and implemented during the current academic year, a **summary of the assessment results, an analysis of the assessment results** and findings, a list of recommendations for improvement, a **list of future improvement actions** adopted by the program, and a detailed action plan for implementing each of the adopted future improvement actions.*

*- **In the second part of the report,** programs give details on improvement actions already implemented by the program during the current academic year and provides evidence of implementation. In particular, programs are to indicate the status of improvement actions implemented during the current academic year that were adopted in previous academic years and recorded in previous annual assessment reports.*

*This report is to be submitted to the College level assessment committee whose chair should email the final report to the APLOA office at aploa@qu.edu.qa and upload it on the Blackboard Community area dedicated to Program level SLO assessment. The full report with accompanying documents is **to be submitted** to the APLOA office **one week before the end of the Spring semester.***

College:	
Department:	
Program:	
Head of Department:	
Program Coordinator:	
Assessment Coordinator:	
Email:	
Date:	

Part 1

1. INTRODUCTION

<< Please include in this section a general overview of assessment activities, major issues, decisions, achievements, and general information related to the assessment of Program Level Student Learning Outcomes that occurred during the current academic year>>

2. PROGRAM SPECIFICATIONS

<< Please provide the program **mission**, a complete list of the program **educational objectives**, a complete list of the **program level student learning outcomes**, and the overall assessment plan for the current assessment cycle. >>

3. DETAILED ASSESSMENT PLAN FOR THE CURRENT ACADEMIC YEAR:

<< Please include in this section the program level student learning outcomes assessment activities that the department or program planned to conduct during the current academic year. Any deviation from the assessment plan initially submitted by the program to the APLOA office should be highlighted. Deviations from the original plan should be explained and a rationale provided. This section should also include the program expectations for the student achievement of the assessed program level student learning outcomes. That is, targets/benchmarks that will be used in evaluating the student performance for each of the assessed student learning outcomes and/or outcome elements (performance indicator), i.e. 80% of students are expected to achieve a score of 3 or more for this outcome/indicator. Table 3.1 can be used in recording the assessment plan information. Table 3.2 can be used to record achievement targets.>>

Table 3.1 Assessment Plan for the Current Academic Year

PLO Id	Program Learning Outcome Statement	PI Id	Outcome Elements Statement (Performance Indicator) if any	Assessment Activity*	Context for Assessment**
1	< Please insert PLO statement here>	PI 1-a	< Please insert PI statement here>		
		PI 1-b	< Please insert PI statement here>		
2	...				

*Assessment activity is an activity such as embedded assignment, field observation, or standard exam to be used in assessing the PLO/OE

**Context for assessment is the course or other setting in which assessment data is to be collected.

Table 3.2 Student SLO / OE Achievement Targets

PLO / OE Id	Achievement Target
PLO- 1	Overall at least 80% of students achieve a score of 3 or more on a 4 level scale rubric for the Program level Student Learning Outcome and at least 75% of students achieve a score of 3 or more in each of the Outcome Elements (Performance Indicators) associated with the SLO.
PI 1-a	at Least 75 % of students achieve a score of 3 or more on a 4 level scale rubric
PI 1-a	at Least 75 % of students achieve a score of 3 or more on a 4 level scale rubric
PLO- 2
...	

4. ASSESSMENT IMPLEMENTATION DETAILS:

<<Please include in this section details about the assessment activities implemented during the current academic year in order to measure the student achievements in relation with the program level SLOs or OE(PI). At minimum the following data and documents should be included:

- ✓ The Id and statement of the assessed Program level Student Learning Outcomes.

- ✓ The Id and statement of the assessed Outcome Elements (Performance Indicators), if any.
- ✓ The assessment context such as the course or other setting in which assessment was conducted and in which data was collected.
- ✓ The number of assessed students in each assessment activity.
- ✓ A copy of the assessment tool such as a copy of the exam used for assessment or a description of the assessment tool.
- ✓ A copy of the rubric used in scoring individual student work.
- ✓ A sample of assessed student work (Best, Worst, Average).

Table 3.1 can be used to record the required information. >>

Table 4.1 Implementation details for PLO/PI Assessment

PLO Id	Program Learning Outcome Statement	OE Id	Outcome Element Statement (Performance Indicator), if any	Context for Assessment	Nb of assessed Students	Reference to Assessment Tool	Reference to Rubric
1	< Please insert PLO statement here>	OE 1-a	< Please insert OE statement here>			Appendix A Exhibit 1	Appendix B Exhibit 1
		OE 1-b	< Please insert OE statement here>				
2	...						

5. ASSESSMENT RESULTS & FINDINGS

<< Please include in this section a summary of the assessments results and findings for the Fall and Spring Semesters of the current academic year. Assessment data collected through different assessment activities in different assessment contexts and relevant to the same SLO / OE should be aggregated and summary results per OEs and SLOs should be developed. Table 5.1 can be used to record the required information. In addition, feedback, comments, and findings reported by faculty or other stakeholders should be summarized and reported in this section. >>

Table 5.1 Summary of Assessment Results

PLO / OE ID	Assessment Context	Number of Students scoring 1	Number of Students scoring 2	Number of Students scoring 3	Number of Students scoring 4	Total Nb assessed Students	Student Average**	Percentage students scored 1 ⁺	Percentage students scored 3 or more ⁺⁺	Defined Target
PLO 2	< Please insert SLO statement here>	7	18	15	8	48	2.5	14.6	47.91	80
OE2-a	< Please insert OE statement here>	4	6	8	4	22	2.5	18.2	54.5	75
	CMPS 251*	2	3	4	3	12	2.7	16.7	58.3	
	CMPS 303*	2	3	4	1	10	2.4	20	50	
OE2-b	< Please insert OE statement here>	3	12	7	4	26	2.5	11.5	42.3	75
	CMPS 221*	2	7	3	2	14	2.4	14.3	35.7	
	CMPS 323*	1	5	4	2	12	2.6	8.3	50	
PLO 4	< Please insert SLO statement here>	2	10	12	1	25	2.5	8	52	80
	CMPS 221*	1	4	5	0	10	2.4	10	50	
	CMPS 323*	1	6	7	1	15	2.5	6.7	53.3	

* Data from all sections of the course should be aggregated (added up) and recorded in this row

** Student average = $[(nbScore1 * 1) + (nbScore2 * 2) + (nbScore3 * 3) + (nbScore4 * 4)] / (Tot Nb. Students)$

⁺ Percentage students with score 1 = $(nbScore1 / Tot Nb. Students)$

⁺⁺ Percentage students with score 3 or more = $(nbScore3 + nbScore4) / (Tot Nb. Students)$

6. ANALYSIS OF ASSESSMENT RESULTS:

<< Please include in this section an analysis of the assessment results and findings for the Fall and Spring Semesters of the current academic year. A detailed analysis of assessment results and findings for each program level Student Learning Outcome and Outcome Element (Performance Indicator) should be provided.

This section should include analysis of the following:

- **Student Performance:** The extent to which students achieved the intended program level student learning outcomes including a comparison of obtained results with targets set in the assessment plan,
- **Assessment Tool:** The effectiveness of the implemented assessment tool in measuring the intended program level student learning outcomes,
- **Assessment Context:** The effectiveness of the assessment context and activity in measuring the program level student learning outcomes,
- **Assessment Sample:** If sampling was used, does the selected sample provide a good and valid representation of the overall student population,
- **Assessment Rubric:** The effectiveness and adequacy of rubrics used in scoring student work,
- **Student's Strengths and Weaknesses,**
- **The Effectiveness of the Curriculum** in delivering the intended program learning outcomes,
- **The Adequacy of Learning Resources** and the effectiveness of their utilization,
- **The Effectiveness of the Program Delivery** methods,
- **The overall Strengths and Weaknesses of the Academic Program,**
- **Compare, Contrast and Reflect** on obtained results with previous assessment results.
- **Evaluate Impact of** previously adopted and **Implemented Improvement Actions** on obtained results.
- **The Effectiveness of the Overall Assessment Process** including the data collection process.

In addition, causes for successes, failures, and problems encountered during the current academic year should be identified and discussed. >>

7. FUTURE IMPROVEMENT PLANS (Actions):

<< Please include in this section and based on the above results and analysis, a list of improvement actions the program is planning to implement in the future to further strengthen the program and improve the student's attainment of the Program level Student Learning Outcomes.

Details of each improvement action planned for future implementation should include:

- A detailed description of the future improvement action (e.g., changes to program, courses, or processes), the process used in reaching the decision (e.g. consultation with faculty, committee meeting, department meeting), and link each improvement action to specific assessment results and/or findings.
- A specific action plan for each of the planned improvement actions with a clear description of the sequence of steps and tasks required to implement and carry out the planned action, the resources required, and an estimation of the associated costs, if any.

Please use table 7.1 to record the planned improvement action details >>

Table 7.1 *Adopted Future Improvement Actions Details*

Improvement Action Statement/Description	Action Type* (Curriculum, Staff, Process, ...)	Associated SLO / OE (if any)	Action / Step**	Planned Date	Resources		Comments
					Financial	Others	

* Action Type: Review course or curriculum, Course delivery, Rubrics, Assessment tools, SLO statements, Assessment process or plans, New software, Equipment or facility, Professional development, Staff

** Many actions/ steps may be required for any specific improvement action, each step should be recorded in a separate row

>>

Part 2

(This section and all text in blue and italic is to be deleted when submitting the report)

The purpose of this part of the annual assessment report is to record information on the implementation status of improvement actions during the current academic year including:

- I. Improvement Actions recorded in the Annual Assessment Report submitted at the end of the previous Academic Year.*
- II. Improvement Actions recorded in earlier Annual Assessment Reports submitted by the program (excluding the annual report submit for last academic year) and that were not yet completed or for which no status report was submitted.*
- III. Improvement Actions implemented by the program during Current Academic Year and not recorded in previous Annual Assessment Reports.*

>>

I. Status of Improvement Actions Adopted During Last Academic Year:

<< Please provide detailed description regarding the implementation of each of the improvement actions adopted by the program and recorded in the program most recently submitted Annual Assessment Report. For each adopted and implemented improvement action, please provide, when available, evidence of implementation such as meeting minutes, email communications, copy of updated course syllabus or approved changes in curriculum, etc.,

In addition to the detailed description regarding the implementation of the adopted improvement actions, please use and complete the status report table included in Appendix A to provide a summary of the implementation status of the Improvement Actions adopted during last academic year .

>>

1. AY 11-12 Adopted Improvement Action 1:

<< Improvement action statement and detailed description. >>

Evidence and Implementation details for improvement action 1:

<< Please provide detailed description regarding the implementation of the improvement action and briefly describe available evidence of implementation of the action. >>

Please include in the appendices the available evidence of implementation such as meeting minutes, email communications, copy of updated course syllabus or approved curriculum change, etc., >>

2. AY 11-12 Adopted Improvement Action 2:

<< Improvement action statement and detailed description. >>

Evidence and Implementation details for improvement action 2:

<< Please provide detailed description regarding the implementation of the improvement action and briefly describe available evidence of implementation of the action. >>

Please include in the appendix the available evidence of implementation such as meeting minutes, email communications, copy of updated course syllabus or approved curriculum change, etc., >>

3. ...

II. Status of Improvement Actions Adopted in Earlier Academic Years:

<< Please provide detailed description regarding the implementation of each of the improvement actions adopted by the program and recorded in earlier Annual Assessment Reports submitted by the program (excluding the Annual Report submit for last academic year) and **that were not yet completed or for which no status report was submitted**. For each adopted improvement action, please provide, when available, evidence of implementation such as meeting minutes, email communications, copy of updated course syllabus or approved changes in curriculum, etc.,

In addition to the detailed description regarding the implementation of the Improvement Actions adopted by the program and recorded in earlier annual assessment reports, please use the status report table included in Appendix B to provide a summary of the implementation status of these Improvement Actions.

>>

1. AY 09-10 Adopted Improvement Action 1:

<< Improvement action statement and detailed description. >>

Evidence and Implementation Details for AY 09-10 improvement action 1:

<< Please provide detailed description regarding the implementation of the improvement action and briefly describe available evidence of implementation of the action. >>

Please include in the appendix the available evidence of implementation such as meeting minutes, email communications, copy of updated course syllabus or approved curriculum change, etc., >>

2. AY 10-11 Adopted Improvement Action 2:

<< Improvement action statement and detailed description. >>

Evidence and Implementation Details for AY 10-11 improvement action 2:

<< Please provide detailed description regarding the implementation of the improvement action and briefly describe available evidence of implementation of the action. >>

Please include in the appendix the available evidence of implementation such as meeting minutes, email communications, copy of updated course syllabus or approved curriculum change, etc., >>

3. ...

III. Other Improvement Actions implemented by program during Current AY:

<< Please provide in this section detailed information about the improvement actions implemented by the program during the current academic year that were not recorded in any of the previous Annual Assessment Reports submitted by the program. Detailed information for each improvement action should include, but not be limited to:

- Detailed statement and description of the adopted and implemented improvement action
- Rationale including when available, details on assessment that led to this action.
- Program Level Student Learning Outcome(s) or Objective(s) impacted by the action.
- Implementation details, and
- Evidence of implementation such as meeting minutes, etc., when available.

In addition to the detailed description regarding the implementation of the Improvement Actions adopted by the program and not recorded in any of the earlier annual assessment reports, please use the status report table included in Appendix C to provide a summary of the implementation status of these Improvement Actions.

>>

1. Other Non-recorded Improvement Action 1:

<< Please add improvement action statement here. >>

Evidence and Implementation Details for improvement action 1:

<< Please provide detailed description regarding the implementation of the improvement action and briefly describe available evidence of implementation of the action.

Please include in the appendix the available evidence of implementation such as meeting minutes, email communications, copy of updated course syllabus or approved curriculum change, etc.. >>

2. Other Non-recorded Improvement Action 2:

<< Please add improvement action statement here. >>

Evidence and Implementation Details for improvement action 2:

<< Please provide detailed description regarding the implementation of the improvement action and briefly describe available evidence of implementation of the action.

Please include in the appendix the available evidence of implementation such as meeting minutes, email communications, copy of updated course syllabus or approved curriculum change, etc.. >>

3. ...

8. CONCLUSION

<< Please include concluding remarks in this section. >>

Thank You

Appendix A

Summary: Implementation Status of Improvement Actions Recorded in Most Recently Submitted Annual Assessment Report

<< Please provide in the status report table a summary of the improvement actions' implementation status. >>

#	Improvement Action Statement	Associated SLO* / OE**	Rationale for the Action (link to Assessment)	Step / Task***	Date of Implementation		Used Resources		Current Status & Notes	Reference to Evidence**
					Planned	Actual	Financial	Others		
1										
2										
3										

* SLO: Program Level Student Learning Outcome; ** OE: Outcome Element; ***Step/Task: Many Steps /Tasks may be defined for the same improvement action

Appendix B

Summary: Implementation Status of Improvement Actions Adopted and Recorded in Earlier Annual Assessment Reports

<< Please provide in the status report table a summary of the improvement actions' implementation status. >>

Report Date	#	Improvement Action Statement	Associated SLO* / OE**	Rationale for the Action (link to Assessment)	Step / Task ***	Date of Implementation		Used Resources		Current Status & Notes	Reference to Evidence**
						Planned	Actual	Financial	Others		
	1										
	2										
	3										

* SLO: Program Level Student Learning Outcome; ** OE: Outcome Element; ***Step/Task: Many Steps /Tasks may be defined for the same improvement action

Appendix C

Summary: Implementation Status of Other Improvement Actions Not Recorded in Annual Assessment Reports

<< Please provide in the status report table a summary of the improvement actions' implementation status. >>

#	Improvement Action Statement	Associated SLO* / OE**	Rationale for the Action (link to Assessment)	Step / Task ***	Date of Implementation		Used Resources		Current Status & Notes	Reference to Evidence**
					Planned	Actual	Financial	Others		
1										
2										
3										

* SLO: Program Level Student Learning Outcome; ** OE: Outcome Element; ***Step/Task: Many Steps /Tasks may be defined for the same improvement action