The Program-Level Assessment Report

The descriptions below provide a step-by-step process for submitting a program-level (degree and certificate) assessment report. The intent of the report is to serve as a vehicle for analysis, reflection and dialogue that lead to program improvement. Therefore the process should be more than just the extraction and entering of data. These reports help to document program improvement and success as well as to help justify resource requests and other changes required for continuous program improvement.

One of the goals of this process is to engage in meaningful dialogue. Therefore, the process should be undertaken with as many colleagues within your area as possible. This will vary by area. In some cases, it may help to discuss your report findings with colleagues in related areas, with whom you can discuss your findings and ideas for improvement. The colleagues can then be listed as part of your reporting process.

College of the Redwoods program-level assessment reports are listed under the following Degree/Certificate reports link. This listing shows the number of program level outcomes that have been assessed for each degree or certificate program. Selecting the + symbol next to each listing will expand the report section and show the reports submitted for each outcome of the degree or certificate programs. Our goal is to assess all program level outcomes every two years.


The following steps focus on extracting the data from each course-level assessment report. While this is an essential step, it is important to also evaluate the comments in each report to gain an overview of how students are performing in the particular area of the outcome and to develop appropriate improvements.

The steps listed below include an example where there are multiple course outcomes that map to a single program outcome. Because our process is based on a 2-year cycle and because of the frequency of course offerings vary within programs, not all courses may have assessments that can be used each time a program outcome is assessed. However, the process does require that multiple courses are used to evaluate the achievement of the program outcome. The intent is to ensure that a student taking multiple courses within the program is achieving the program outcome.

Examining the program level report template before beginning this process will help to provide a context for some of the steps listed below. This template is found at the following URL.

http://www.redwoods.edu/assessment/planning/Reports.asp
Select “Submit and Edit Reports”. Use your email login and password.
Select “Create a New Assessment”
Under the pull-down menu for “Area” select Degree/Cert/Program. The program-level template with its associated questions will be displayed.
The process for submitting a degree- or certificate-level report (program report)

Program-level assessment is evaluated based on the data and comments entered for course-level assessments. This requires analyzing the program-mapping tool to determine the course-level outcomes that map to a specific program level outcome. To begin:

1. Go to the following URL: [http://www.redwoods.edu/assessment/planning/PlansMaps.asp](http://www.redwoods.edu/assessment/planning/PlansMaps.asp)

   Then select **SLO Mapping**. You will be required to enter your CR email user name and password.

   Choose a Degree/Certificate. Liberal Arts: Science was selected for the following example.

2. Select a program outcome to be assessed.

   For example, the first program outcome for Liberal Arts, Science is:  *Appropriately apply methods of scientific inquiry to answer questions, and explain the limitations of this approach.*

3. Click on the small circle to the right of the number of course outcomes mapped

   ![small circle](image)

   This action will reveal all of the course outcomes mapped to the single program outcome. The listing also shows which course outcomes have been assessed and the academic year of that assessment.

4. Review the course assessments mapped to the program outcome and select a representative subset of course outcomes to use for assessing achievement of the program outcome.

   For some degrees/certificates there may be a small number of outcomes mapped to the program outcome and it will be useful (and practical) to use all mapped course outcome reports. For other degrees/certificates, it may be best to select a representative subset of course outlines to analyze. For example, Liberal Arts, Science has 39 course outcomes mapped to the program outcome. Therefore a subset may be selected for the analysis.

5. Use the information shown on the SLO mapping page and the [Degree/Cert Assessment Worksheet](#) to tabulate the following data. This worksheet is for transferring information and should not be submitted. Record the following information on the worksheet:

   a. The program outcome number and description
   b. The number of course outcomes mapped to this program outcome
   c. The number of course outcomes used for the program outcome assessment being conducted
   d. Open the Assessment report for each course outcome being evaluated and record the number of students who did not meet, met, or exceeded expectations. Use the worksheet to tabulate this data. The worksheet also has space for summarizing or cutting/pasting selected comments from each course outcome assessment report.
   e. The faculty involved in the assessment determine if the course assessment was “not satisfactory”, “generally satisfactory”, or “satisfactory”. The reports include a brief description of these categories. This determination is done using the tabulated data, and it is based on the criteria and opinions of the faculty conducting the assessment. The example on the second page of the worksheet shows how the Liberal Arts, Science outcomes were interpreted.
6. Use the worksheet data to complete the Program Assessment Report
   a. Go the Assessment Reports page:
      http://www.redwoods.edu/assessment/planning/Reports.asp
      Select: Submit & Edit Reports  This requires an email user name and password.
      Select: Create a new assessment
      Use the “Area” pull down menu to select: Degree/Cert/Program
      Use the “Degree/Cert/Program” pull down menu to select the specific program of interest
         (e.g., Liberal Arts, Science).
      Chose the appropriate Program Outcome from the list provided

   b. Enter the success numbers from the worksheet (Not Successful, Generally Successful, Successful).

   c. At this point the faculty (and possibly administrator) engage in dialogue about the findings.
      This includes the numeric data, the findings listed in the individual course outcome
      reports, as well as faculty observations.  This discussion is the basis for completing the
      “findings” portion of this report.  Specific recommendations and plans should be described
      in the “findings” box. Any recommendations that apply to the “check boxes” (in the
      upper portion of the report) should be described there as well.

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   some cases, it may help to discuss your report findings with colleagues in related areas, with
   whom you can discuss your findings and ideas for improvement. The colleagues can then be
   listed as part of your reporting process.