

**Annual Program Assessment Update Report: Small ‘N’ Programs**

**Person Submitting:** *Chair or authorized submitter*

**Date:** *Date of Annual Assessment Update Meeting*

**Academic Program:** *Name of program.*

**Annual Update – Year Being Reported:** *Year*

**DUE:** Email this form to the Vice-Provost for Accreditation & Assessment and your Dean before 3:00pm on Friday of Week 7 in the fall semester, along with the accompanying program-level 4-column report from Nuventive. *(Please verify that the appropriate year has been selected when entering your data into Nuventive).*

With approval of the Dean, academic programs with an enrollment of less than 10 may present their data in a combined Within-School Annual Program Assessment Update Report.

**Annual Program Data – Combined Reporting for Programs Within Schools with < 10 Enrollment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program Enrollment Data (Primary Major) – programs with < X students** | | | | |
|  | *Program Name:* | *Program Name:* | *Program Name:* | *Program Name:* |
| *Freshmen* |  |  |  |  |
| *Sophomores* |  |  |  |  |
| *Juniors* |  |  |  |  |
| *Seniors* |  |  |  |  |

**Retention Numbers within this Academic Program:**

*(Data for Program retention reporting)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Retention Numbers for Primary Major within Programs with < X students** | | | | |
|  | *Program Name:* | *Program Name:* | *Program Name:* | *Program Name:* |
| *1st Year Students (prior) Retained to 2nd Year* |  |  |  |  |
| *2nd Year Students (prior) Retained to 3rd Year* |  |  |  |  |
| *3rd Year Students (prior) Retained to 4th Year* |  |  |  |  |
| *4th Year Students (prior) Retained to 5th Year (if any)* |  |  |  |  |

**Still Attending LSSU, but changed major:**

*(Data for annual Institutional retention reporting)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Retention Numbers for Programs with < X students** | | | | |
|  | *Program Name:* | *Program Name:* | *Program Name:* | *Program Name:* |
| *1st Year Students (prior) Retained to 2nd Year* |  |  |  |  |
| *2nd Year Students (prior) Retained to 3rd Year* |  |  |  |  |
| *3rd Year Students (prior) Retained to 4th Year* |  |  |  |  |
| *4th Year Students (prior) Retained to 5th Year (if any)* |  |  |  |  |

**Degrees Conferred:** *Number*

**High Impact Practices (HIPs) Applied** *(specify HIPs applied in specific program(s)***:**

**Significant Data Trends:** *Note any significant data trends, such as high D/F/W rates in specific courses, or declining enrollment or completion rates compared to the previous year, etc.*

**Analysis:** *Analysis of Retention data*

**Annual Assessment Reporting**

1. A full list of your Program Learning Outcomes and a description of each outcome’s Assessment Methods is required. This can be provided in your attached Program-level Four Column report from Nuventive, with updated data entered from this year’s program assessments.Include each program being reported on this form.

*(If an outcome was not assessed during the academic year of this reporting, state that it was “Not assessed this past year,” and note when it is next scheduled to be assessed).*

**Annual Assessment Results**

1. Documentation of your Annual Program Assessment Results for the year is required. The courses from which the data is reported must be made clear. This can also be provided in your attached Program-level Four Column report from Nuventive, with updated data entered from this year’s program assessments for each program being reported on this form.

**Annual Assessment Meeting Minutes – Analysis of Results**

1. Combined Annual Assessment Meetings may be conducted for programs with < **X** students enrolled. Briefly summarize the discussion held among program faculty at the Annual Program Assessment Update Meeting (i.e., Meeting Minutes), focusing on the main points discussed to analyze assessment results. (Bullet points sufficient, as long as they are clear. When appropriate, note faculty member names).

**Annual Assessment Meeting Minutes – Use of Results *(Action Plans)***

1. Combined Annual Assessment Meetings may be conducted for programs with < **X** students enrolled. Based on the assessments results and faculty discussion / analysis of those results, briefly describe plans for improvements and the next steps that will be taken for each program being reported on this form.

**Required attachment:** Attach your Program Four Column report from Nuventive, with updated data entered from this year’s Annual Program Assessment meeting. Settings to run the report are:

* Select your Program(s) from the top center dropdown box in Nuventive.
* Select Reports - Standard Reports from the left-side menu.
* Select *Assessment: Program Four Column*
* Select the year for this specific Annual Update Report.
* Leave pre-determined settings and options unchanged; under “Filter,” select *Goal Status – Active.*