

Documentation for an Assessment Report

Center for Institutional Effectiveness
April 4 and 5, 2012

A completed report includes:

- A completed heading area
 - All six parts of the assessment report
 1. Intended Outcome
 2. Gen. Ed. Requirement(s) to which intended outcome is related (write out fully)
 3. Component(s) of the Strategic Plan to which the intended outcome is related (write out fully)
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A completed report includes:

- All six parts of the assessment report (cont.)
 4. Means of Assessment, sources of data, and desired result
 5. Summary of Results
 6. Recommendations for improvement
 - Supporting documentation
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What is Supporting Documentation?

- Test questions, quiz questions, essay questions, survey questions, etc. that were used to assess the intended outcome
 - Rubrics that were used in grading
 - Relevant charts or diagrams
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Where to place supporting documentation

- Directly under section 4
- OR
- At the end of the report – after section 6

Note: Try to keep the supporting documentation in Word, if possible. This will reduce compatibility issues.

Where does the report reside?

- For academic departments – with the assessment liaison, the department leader, and the dean
 - For AES departments – with the department leader, the appropriate VP or Chief
 - With CIE – sent by academic liaison or AES department leader
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Assessment Report Due Dates

- AES departments - final assessment report, including supporting documentation, due June 1, 2012
 - Academic departments – are on the odd-year cycle; will be due in Spring 2013
 - Academic departments – are on an even-year cycle; will start in Fall 2012 will be due in spring 2014
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Sharing Assessment Reports

- Within Bergen, sharing is open
 - Requests for assessment reports from any person or organization outside BCC are to be referred to the Office of Assessment & Strategic Planning
 - The Learning Assessment Committee will be discussing various ways to share our reports internally
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Presenting assessment findings

- To colleagues at BCC
 - can share the entire or selected parts as appropriate
 - At conferences
 - probably best to use selected parts
 - can summarize the report in narrative or outline format
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