**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 AQA office by the end of the second week after the end of the Final Exam period****. The report is to be used by the AQA 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 AQA office at* [*aploa@qu.edu.qa*](mailto: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 AQA office* ***one week before the end of the Spring semester****.*

|  |  |
| --- | --- |
| **College:** |  |
| **Department:** |  |
| **Program:** |  |
| **Head of Department:** |  |
| **Program Coordinator:** |  |
| **Assessment Coordinator:** |  |
| **Email:** |  |
| **Date:** |  |
| **Academic Year** |  |
| **Assessment Cycle** |  |

**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*>>

1. **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* ***curriculum map*** *for the current assessment cycle.* >>

1. **ASSESSMENT PLAN:**
   1. **Assessment Plan for The Current Cycle:**

<< *Please include in this section the overall assessment plan for the current assessment cycle. The assessment plan for the cycle must include at least two activities for each Outcome Element OE in at least two different assessment contexts. If the program has a low number of students, the additional plan should include additional assessment activities to increase the validity of the assessment results* >>

***Table 3.1.1*** *Assessment Plan for the Current Academic Cycle*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PLO Id** | **Fall** *<Year 1>* | **Spring** *<Year 1>* | **Summer** *<Year 1>* | **Fall** *<Year 2>* | **Spring** *<Year 2>* | **Summer** *<Year 2>* | **Fall** *<Year 3>* | **Spring** *<Year 3>* | **Summer** *<Year 3>* |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |

* 1. **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 AQA 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 3.2.1*** *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 an 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 3.2.2*** *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** | ….. |
| **…** |  |

1. **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 for each assessed outcome:*

* *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) in case they are not uploaded in the OAS.*

*The program should also provide a brief description of the process followed in adopting the assessment tools and evaluation and rating of student work.*

*Table 4.1 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** | **No. 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 | … |  |  |  |  |  |  |

1. **ASSESSMENT RESULTS & FINDINGS**
   1. **Results and findings for the current academic year**

<< *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 5.1.1** *Summary of Assessment Results collected during the current academic year*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 No. assessed Students** | **Student Average\*\*** | **Percentage students scored 1+** | **Percentage students scored 3 or more++** | **Defined Target** |
| **PLO 2** | < *Please insert SLO statement here*> |  |  |  |  |  |  |  |  |  |
| **OE2-a** | < *Please insert OE statement here*> |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **OE2-b** | < *Please insert OE statement here*> |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **PLO 4** | < *Please insert SLO statement here*> |  |  |  |  |  |  |  |  |  |
| **OE4-a** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **OE4-b** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

*\* 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)*

* 1. **Cumulative Results and findings**

<< *Please include in this section a summary of the assessments results and findings collected and aggregated through the assessment cycle>>*

**Table 5.2.1** *Summary of Assessment Results collected through the cycle*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PLO / OE ID** | **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 1** |  |  |  |  |  |  |  |  |  |
| **OE1-a** |  |  |  |  |  |  |  |  |  |
| **OE1-b** |  |  |  |  |  |  |  |  |  |
| **OE1-c** |  |  |  |  |  |  |  |  |  |
| **PLO 2** |  |  |  |  |  |  |  |  |  |
| **OE2-a** |  |  |  |  |  |  |  |  |  |
| **OE2-b** |  |  |  |  |  |  |  |  |  |
| **OE2-c** |  |  |  |  |  |  |  |  |  |
| **PLO 3** |  |  |  |  |  |  |  |  |  |
| **OE3-a** |  |  |  |  |  |  |  |  |  |
| **OE3-b** |  |  |  |  |  |  |  |  |  |
| **OE3-c** |  |  |  |  |  |  |  |  |  |
| **PLO 4** |  |  |  |  |  |  |  |  |  |
| **OE4-a** |  |  |  |  |  |  |  |  |  |
| **OE4-b** |  |  |  |  |  |  |  |  |  |
| **OE4-c** |  |  |  |  |  |  |  |  |  |

1. **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 as well as an analysis of the cumulative assessment results for the current assessment cycle taking into account all assessment results obtained since the beginning of the cycle. A detailed analysis of assessment results and findings for each program level Student Learning Outcome and Outcome Element (Performance Indicator) should be provided****.>>***

**6.1. Activity level analysis for the actual academic year**

*This section should include analysis of the following:*

* ***Assessment Context****: The effectiveness of the assessment context and activity in measuring the program level student learning outcomes*
* ***Assessment Tool****: The effectiveness of the implemented assessment tool in measuring the intended 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 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,*
* ***Student's Strengths*** *and* ***Areas of Improvement,***
  1. **Program level analysis based on cumulative results**
* ***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,*
* ***Student's Strengths*** *and* ***Areas of Improvement,***
* ***Compare, Contrast and Reflect*** *on obtained results with previous assessment results.*
* *The* ***Effectiveness of the Overall Assessment Process*** *including the data collection process.*
* *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****,*
* ***Evaluate Impact of*** *previously adopted and* ***Implemented Improvement Actions*** *on obtained results.*

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

1. **FUTURE IMPROVEMENT PLANS (*Actions*):**

<< *Please include in this section and based on the above results and analysis, a list of improvements 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:*

1. *Improvement Actions recorded in the Annual Assessment Report submitted at the end of the previous Academic Year.*
2. *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.*
3. *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 2015-2016 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,. >>*

1. ***AY 2015-2016 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, >>*

1. **…**

**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 2014-2015 Adopted Improvement Action 1:***

*<< Improvement action statement and detailed description. >>*

***Evidence and Implementation Details for AY 2014-2015 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,. >>*

1. ***AY 2014-2015 Adopted Improvement Action 2:***

*<< Improvement action statement and detailed description. >>*

***Evidence and Implementation Details for AY 2014-2015 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., >>*

1. **…**

**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.,. >>*

1. ***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,. >>*

1. …
2. **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 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |

*\* 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 |  |  |  |  |  |  |  |  |  |  |
|  | 4 |  |  |  |  |  |  |  |  |  |  |

*\* 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 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |

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