**Annual Departmental Report Plan Template**

(For preparation of program assessment report entry into Tk20)

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| **Program Information** |
| Academic Program  |  |
| Degree |  |
| Department |  |
| Division |  |
| Academic Year |   |
| Assessment coordinator | *This should be person coordinating the program’s assessment effort*  |
| E-Mail Address |  |
| **Program Learning Outcome Assessment** |
| Program Learning Outcome | *Was the program outcome met, partially met, or not met?*  |
| Data source | *Describe where you got the data for assessment (e.g. embedded assessment, portfolio, capstone project, exit exam, etc.). If you deviated from the plan you entered for this academic year that’s okay – briefly describe how things changed and why.*  |
| Findings | *What did you find out about student learning related to this particular learning outcome from reviewing the data?*  |
| *If this program learning outcome aligns to an undergraduate or graduate learning outcome, what did you discover about student learning related to that outcome?*  |
| Report of Action | *What changes, if any, will your program make to the curriculum based on what you found out? If no changes are needed that should also be explained – how does the assessment evidence support that decision?*  |