**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 | *Where did you get the data for assessment? (e.g., employer survey, embedded assessment, capstone or thesis project, class presentation)* |
| Findings | *What were the findings of the assessment?* |
| *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?*  |