College Annual ASSESSMENT
Report

Assessed Year: [Enter Year]



*[You can add an optional comment or delete here.]*

College: Click here to enter text.

Contact: Click here to enter text.

Report Date: Click here to enter text.

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# Tips and Hints

When you click on tip text, the whole tip is selected so that you can revise the placeholder instructional text. Edit the placeholder text and format it any way you want or cut and paste into the form field. The table of contents updates automatically as you add pages to each section in your document. To see the updates, right-click anywhere in the table of contents and select *Update field*.

**Report Expectations:**

The finished report should be about 4 -5 pages in length. Include as attachments:

1. Either letters to colleges describing your evaluation of their annual assessment report or the completed Appendix D Rubrics for all departments/programs in your college.
2. Attach all Departmental/Program Annual Assessment reports so that these can be published at <http://www.ipfw.edu/offices/assessment/reports/reports-program.html>.

**Assistance:**

If at any point you have questions about completing or submitting this report, please contact the Office of Assessment and Program Review.

# Section 1: Summary of Findings for all Departments/Programs

**Instructions:** In this box, please summarize your review of all departments. You can either do a narrative or summarize all departments within each of the departmental review rubrics and paste in this box.

# Section 2: Recommendations for Academic Departments

In this box either report on the recommendations made to each department, or, describe how you provided feedback to the departments and append letters sent to the departments.

# Section 3: Results of Activities Related to Prior Year Findings

In this box, describe changes in your review process based on last year’s review and changes you expect to make in coming years based on the current year review.

# Section 4: Conclusions and Future Directions

Describe, based on this years’ experience, the overall quality of assessment in your college, provide recommendations for improving the assessment process at the department/program, college, and institutional level, and any additional resources your college might need to ensure that assessment is being used to improve student learning.

# Attachments

1. Provide either letters to departments describing your evaluation of their annual assessment report or the completed Appendix D Rubrics for all departments/programs in your college.
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