Turtle Mountain Community College
 Annual Assessment Plan

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area of Assessment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submission Purpose: \_\_\_Initial Assessment Plan \_\_\_Year-End Submission

Please provide the number of students involved in assessment: \_\_\_\_\_

**Section 1: Prior Assessment Actions:**

* *List any recommendations from the previous year’s assessment report. For each recommendation, list any actions taken.*
* *Explain the implementation of any new resources added as a result of the assessment-based requests.*
* *Explain any changes you will make to the assessment process that weren’t discussed in the previous year’s recommendations*

**Section 2: Program Outcomes:**
*List each outcome separately*

**Section 3: Assessment Methods:**
*Describe assessment method/s for each program outcome. Include a description of assessment instruments. If you create your own assessment tool, please email a blank copy of the assessment tool to the Assessment Coordinator prior to your year-end Assessment Review.*

**Section 4: Assessment Results***Give an overview of the results of your assessment. Make sure to provide separate results for each of your assessment methods.*

*Section 4b: Longitudinal Results
Compare current assessment results to data from the last three assessment reports. Only include data that is the same from year to year. If you change your methods do not compare the results to prior years.*

*Example:*

|  |  |  |  |
| --- | --- | --- | --- |
| *Outcome* | *Academic Year 16/17* | *Academic Year 17/18* | *Academic Year 18/19* |
| *Outcome #1* | *25% average increase* | *28% average increase* | *34% average increase* |
| *Outcome #2* | *7/10 student completed* | *8/10 students completed* | *12/12 students completed* |
| *Outcome #3* | *2.58 average score* | *2.70 average score* | *2.99 average score* |

*Section 5: Assessment Analysis and Recommendations:
Explain the significance of the results and describe how you will use the assessment results to improve your program and/or your assessment process. Make sure to connect recommendations to specific assessment results.*

**Section 6: Assessment-Based Requests:**
*Describe the resources, support, or professional development your program needs to act on the findings of your assessment. Requests must be specific, and clearly connected to assessment results and recommendations. Administrators will respond to approved requests and these responses will be recorded in the Assessment-Based Request form and publicized at the Assessment Kick-Off meeting the following academic year.*

**Section 7: Adjustments due to Covid-19 Disruptions***Describe here any changes you had to make to your assessment plan due to the covid-19 move to online instruction. This might include any assessment methods that were not able to take place, changes to your methods, or any other impacts the social distancing methods caused for your assessment plan.*

**Instructions:**

1. Complete the sections 1-3 “Prior Assessment Actions”, “Program Outcomes”, and “Assessment Methods” sections and email to your department chair/supervisor no later than October 1st. Each plan will be reviewed by the Student Learning Committee~~.~~ Suggested changes will be shared with the by the department chair or supervisor of the assessor. Academic certificates and degrees should send their plan to their department chairs. Co-Curricular programs will send their completed initial plans to their supervisor. Institutional Student Learning Outcome teams will send their plans to the Dean of Academics.
2. Faculty members of The Art/Culture, Humanities and Social Science, and Math & Science, departments will be responsible for assessing the student learning outcomes at the institution. All other departments/programs will develop a plan according to their program outcomes. If this is the first year you will assess your program, you will take the year to develop outcomes and methods for your assessment plan.
3. At the end of spring semester, the issuer of the plan will complete sections 4, 5 and 6 and bring the completed plan to a conference with the Student Learning Committee where the committee will review and rate the assessment plan.
4. Remember, your department chair, administrative supervisor, and assessment coordinator are always willing to help you complete any portion of your assessment plan.

If you have any questions or comments, please contact Erik Kornkven at ekornkven@tm.edu in Office #210N, or at x. 2093 or Ace Charette at extension 2069.