Academic Affairs
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PROGRAM STUDENT LEARNING OUTCOMES ASSESSMENT REPORT FORM - GUIDANCE

The Faculty Senate Academic Assessment Committee (AAC) is committed to a vision of assessment that focuses on improving student learning through program and other improvements and informs decision making and resource allocation in support of improved student learning and success. The biennial Program Student Learning Outcomes Assessment Report provides the opportunity to highlight the student learning that is taking place within UAA's programs, to note areas that might require additional attention, and to reflect on how well efforts to improve student learning are working. The report also enables the AAC to analyze assessment across the institution and to respond to UA System, Board of Regents, legislative, and Northwest Commission on Colleges and Universities (NWCCU) requests and requirements.

Highlights of the Biennial Cycle:

- The biennial cycle is based on the seven-year Program Review schedule. The two-year cycle is designed so that programs assess student learning one year, and implement improvements the next year. The Program Student Learning Outcomes Assessment Report and Program Review schedule is posted here.
- A program does not have to assess every Program Student Learning Outcome every year.
- However, a program must assess all its Program Student Learning Outcomes within a seven-year period, that is, by the time the program is scheduled for its next, regular Program Review.

Guidance on Filling out the Report Form:

- **Using the Form:** The program should download and save their report form to begin using it. The report form is locked, so instructions are viewable and the only sections of the document that can be edited are the required fields.

  The report form uses narrative, text, and drop-down boxes. Narrative boxes have a character limit, which includes spaces. To undo an answer, press "Control-Z" or "Command-Z."

  To ensure the fillable fields function correctly, the report form must be completed in Microsoft Word. It will not function properly in Google Docs.

  Programs that wish to record collaborative discussion of the report might consider creating a separate document to take notes, before entering final responses in the official fillable report form.

- **Narrative Text:** Responses are to be narrative only, and must be ADA- compliant. Do not embed any tables or links, including to webpages or other documents.
- **No Appendices:** Appendices to this report form will not be accepted or posted.
- **FERPA-Compliant:** Responses must not include the names of any current or former students or employees. To be FERPA-compliant, be careful about having information that is too specific to any one student. Rather, use statements such as, "In AY24 four program graduates were accepted to graduate programs in the field."
- **Public Document:** These reports are public documents and will be posted on the assessment website. Therefore, they must comply with the BOR Motion of February 21, 2025.
- **External Restrictions:** Programs with specialized accreditation or other external recognitions must comply with restrictions regarding what can be published, as per the accreditor or external organization.

Assistance. For technical assistance with the report form, email Academic Affairs (uaa.oaa@alaska.edu).