

Appendix A: Guidelines and Resources for Program Assessment

Guidelines

All programs must:

- have an assessment plan entered into TracDat that includes:
 - learning outcomes appropriate for the program level (e.g., undergraduate/graduate)
 - methods to assess each outcome
 - criteria appropriate for the program level to measure achievement of each outcome
 - timeline for assessing each outcome

Undergraduate and professional programs should consult with their respective college curricular dean(s) for college-specific requirements; graduate programs should consult with the curricular dean of the Graduate School.

Once approved, a program must:

- implement the plan
 - collect evidence of at least one outcome annually and all outcomes within three years
 - involve faculty in regular review of collected information
 - use outcomes information to inform actions to improve learning
- report annually in TracDat
 - update the plan as needed
 - provide summary level information of data collected and actions taken
 - provide a general summary of assessment activities in the program for the year

Details for developing a plan, entering it into the system, and creating reports may be found at:

<https://oaa.osu.edu/current-assessment-activities.html>

Resources

Institutional Research and Planning (<http://oaa.osu.edu/irp/home.php>) may be contacted for access to and training for TracDat.

The University Center for the Advancement of Teaching (<http://ucat.osu.edu/>) may be contacted for individual consultation on developing a plan.

Additional resources may be found under the resource section of the Office of Academic Affairs Assessment Home site: <https://oaa.osu.edu/assessment.html>.