

### Suggested Outline for Graduate Program Assessment Review Report

The primary focus, and most significant part, of the Assessment Review Report should be issues identified through the programs assessment process as strengths or weaknesses. Therefore, programs should concentrate their efforts on the *Analysis of Issues* section. Recommendations for the future should be concise and presented in the context of the identified issues. Page limit (excluding appendices) should be ten (10) pages, unless major issues arise and approval is given by the Director of Planning and Assessment. Please identify acronyms and initials and try to avoid jargon. When completed, the self-study report should be sent in MS Word to the Director of Graduate Planning and Assessment.

Program Title:

Scope of Assessment (MS / PhD):

**Historical Overview:** This section should provide a brief historical overview of the program and a description of the current status of the unit: how it is organized, programmatic/service areas, number of members, etc.

**Program Mission Statement:** This section should provide the program's mission.

**Strategic Fit within the University:** This section should provide a description of how the program reflects the university's strategic priorities. Visit <http://www.strategicplan.wsu.edu/> for more information.

**Program Objectives:** Beginning with the program's mission statement, determine the broad objectives that define what it means to be an effective program.

**Learning Outcomes:** Provide a full description of each outcome, methods of assessment, related measures, and expectations by level. The Assessment Review Report is an opportunity for the department to describe, analyze and present additional data. The report should address what data was collected (surveys, interviews, rubric scores, annual reviews, etc) and the procedures and methods used to analyze the data.

**Analysis of Issues:** This section should form the bulk of the report. Each issue should be explored with enough description to allow the reader to understand the nature of the issue and why it is important for the unit. (see Assessment Review and Report-Evaluation and Analysis <http://www.gradsch.wsu.edu/faculty-staff/assessment/phasethree/evaluation.html> )

**Graduate Program Assessment Summary:** This section should describe the strengths and weaknesses of the program, including how strengths will be reinforced and weaknesses addressed. State what improvements are needed and what will be the long- and short-term benefits.

**Major Recommendations:**

1. Goals and priorities for next three to four years (taking into account the issues that have been identified).
2. Describe your plan to improve the quality and strategic positioning of the program. Plans should be as explicit as possible and address the areas needing improvement, how progress will be evaluated, the specific metrics that will be used to gauge your success, and timeline for implementation.

**Other Appropriate Issues:**

**Appendices (required):**

1. Most recent unit annual report and strategic plan.
2. List of faculty associated with the program, including faculty ID, rank (assistant, associate, full professor, lecturer, clinical professor, etc.). Please include adjunct and courtesy appointments as well. Please provide this in an Excel format.
3. Organization of unit governance and committee structure as applicable (e.g., an organizational chart, programmatic committees as applicable, directors of graduate studies, other committees, and key administrators/staff, etc.)
4. List of research/scholarly activity, e.g., research grants, books, journal articles as applicable, and faculty honors of each tenure-line faculty member, for the last three years.
5. Graduate program metrics: quality measures of applicants/admits/enrollees; analysis of PhD student completion rates, time to degree, and placement record for the past five years (as applicable)
6. Other appendices and data as needed to support the unit's analysis of issues in the self-study.