This document is an editable, example template of the Program Outcomes Assessment (POA) Report fields that are available within Nuventive Improvement Platform. It serves as a working document for personal use and preparation; for a POA report to be considered complete and “turned in,” the fields must be filled out within the Nuventive platform. For any additional information or questions, please reach out to [assessment@okstate.edu](mailto:assessment@okstate.edu).

**Program Information:**

**Academic Year:** (select from drop-down menu)

**Assessment Coordinator’s Name:**

**Assessment Coordinator’s E-mail Address:**

**Number of Students Enrolled in the Program:** (value must be a number)

**Total Number of Students Graduated:** (value must be a number)

**Number of Student Graduates from Stillwater Campus:** (value must be a number)

**Number of Student Graduates from Tulsa Campus:** (value must be a number)

**Were university assessment funds used by the department/program for assessment activities?\*:** (yes/no)

**If yes, describe how funds were used and the contribution the funds had on the assessment process:**

**Assessment Plan (SLOs and Methods) | Outcomes**

**Note:** This section should be filled out for each SLO; each program should have 3-5 SLOs

**\*Outcome Name:** (select from drop-down menu)

* Written Communication
* Problem Solving
* Knowledge
* Scientific Reasoning and Critical Thinking
* Writing Skills
* Identify, Formulate and Solve Problems

**\*Outcome:**

**Outcome Status:** (Active/Archived)

**Planned Assessment Years:**

**Start Date:** (chosen from calendar)

**Archived Date:** (chosen from calendar)

**\*Outcome Type:** (Disposition/Knowledge/Skills)

**Reason for Archival:**

**Assessment Plan (SLOs and Methods) | Assessment Methods**

**NOTE:** At least one Assessment Method should be created/entered for each SLO

**Active** (checked or not)**:**

**\*Assessment Type:** (select from drop-down menu)

* Analysis of Written Artifacts
* Capstone Assignment
* Comprehensive, Certification, or Professional Exam(s)
* Course Embedded Assignments
* Course Exam(s)
* Course Project
* Group Project
* Internship
* Interviews
* Nationally Benchmarked Exam
* Oral Presentation
* Other
* Performance or Jury
* Portfolio Review
* Presentation/Performance
* Project & Assignments
* Rating of Skills
* Review of Student Research
* Review of Thesis/Dissertation/Creative Component
* Supervisor Evaluation
* Survey

**\*Assessment Method:**

**\*Learning Outcome Goal/Benchmark:**

**Timeline for Assessment:**

**Other Assessment Type:**

**Findings and Use of Findings (Actions) | Findings**

**NOTE:** At least one Finding should be created/entered for each SLO

**\* Submission Date:**

**\* Finding Summary:**

**\* Reporting Period:** (2016 – 2017, 2017 – 2018, 2018 – 2019, etc…)

**\* Conclusion**: (select from drop-down menu)

1 – Does Not Meet Program Expectations (Unacceptable)

2- Meets Minimum Program Expectations (Developing)

3 – Meets Program Expectations (Proficient)

4 – Exceeds Program Expectations (Advanced)

**\* Number of Students Assessed:** (value must be a number)

**\* Number of Successful Students:** (value must be a number)

**\* How were students selected to participate in the assessment of this outcome?**

**\* What do the findings suggest about student achievement of this learning outcome?**

**Findings and Use of Findings (Actions) | Use of Findings**

**NOTE:** At least one Use of Findings should be created/entered for each Finding/SLO

**\* Submission Date:**

\* **Use of Findings (Actions):**

**Annual Executive Summaries:**

**Reporting Year:** (select from drop-down menu)

**Program Assessment Coordinator:**

***Plan Review and Approval***

**Date Current Plan Was Received and Approved:** (chosen from calendar)

**Date of Future Plan Review and Approval:** (chosen from calendar)

***Summary of Assessment Findings***

**Describe overall assessment findings and faculty members' interpretation of the assessment results:**

***Dissemination of Findings***

**Describe the individual(s) or committee responsible for reviewing and interpreting assessment data:**

**Describe the process for sharing and discussing assessment findings with program faculty:**

***Program Improvements Based on Assessment***

**Based on data collected this year, what changes are being considered or planned for the program?**

**Based on this year's findings, what (if any) changes are planned for the assessment process?**

**Describe the process for implementing these changes/planned program improvements:**

**Program Improvements Made in the Last Year** (Select from drop-down menu)

Course Improvements

Curriculum Improvements

Assessment Measure Improvements

Revised Outcomes

Revised Assessment Plan

Improved Faculty Understanding or Buy-In

Increased Rigor

Other Improvements

**“Other” Improvements:**

**Goals for the Coming Year:**

**Is this Summary Report Complete?** (yes/no)

**List all individuals associated with this report preparation:**