UNIVERSITY OF DETROIT MERCY

Assessment Report

Written Communication

Time Period: Fall 2012-Fall 2014

The Assessment Team seeks to collaborate with departments/programs/units to ensure that effective assessment of student learning occurs across the University. To assist in meeting this goal, the Team requests that you complete the Assessment Report for your specific program. This cycle, we ask all units to report on an outcome that focuses on or includes written communication.

We expect the graduates from UDM to write effectively. Written communication has been a part of our Core Curriculum and will continue to be a part of the new Core Curriculum. By focusing on one area, we can evaluate where we are successful and provide guidance where we need to incorporate best practices to assist in achieving the stated student learning outcomes. In addition, this assessment of program learning outcomes will establish a baseline by which to compare current practices to those that will be developed once the new Core Curriculum is implemented. All units should identify an outcome that focuses on or includes written communication. The emphasis on one area will continue as we move forward in the assessment process, and as we prepare our self-study for the Higher Learning Commission accreditation report and visit scheduled for 2017.

If your unit has already assessed an outcome related to written communication in the previous assessment report (2010-12), and you did not have plans to look at this outcome again in this cycle, please let us know. You can look at another one of your student learning outcomes during this cycle. In addition, if you have a different format for collecting data on written communication for your program and you would rather submit the information in that format, you are welcome to submit this alternate report. When you send us this document, please identify (highlight, underline, or provide the page numbers) where we can find the information pertaining to assessing written communication in your program.

There are three submissions required as part of the process, with each submission adding to the previously submitted material.

1. **First Submission: Due January 15, 2013.** The individual responsible must enter general information about the program/unit, list student learning outcomes, and explain how assessment of learning outcomes will occur during the academic year 2012-13.
2. **Second Submission: Due September 30, 2013.** Items reported include the student learning strengths and weaknesses, what changes you will make to address those findings, and how will you implement the changes.
3. **Final submission: Due September 30, 2014.** The effectiveness of

the changes is reported.

Save the word document on your computer to allow you to return to the file for each subsequent submission.

**DUE DATES: PERTINENT SECTIONS**

January 15, 2013: Part I, Part II, and Part III Items 1-3

September 30, 2013 Part III Items 4-7

September 30, 2014 Part III Item 8

Submit all sections of the report to academicaffairs@udmercy.edu

Please note this is a template for the report. Additional space can be used to complete the information.

Submit all sections of the report to academicaffairs@udmercy.edu

Part I. Program Information

Program Name:

Level: \_ Bachelor \_\_ Master’s \_\_ Doctoral \_\_ Minor \_\_\_ Other

Chair/Coordinator/Unit Head:

Email:Phone:

Reporter:

Email:Phone:

Part II. Student Learning Outcomes

The student learning outcomes for this program are available to our constituents on the UDM website.

\_\_\_\_\_ Yes \_\_\_\_No

List the learning outcomes for the program.

Graduates of the program will:

This cycle, we are asking all units to report on an outcome that focuses on or includes written communication. Identify this outcome.

Part III. Assessment of Student Learning Outcomes

**DUE DATE FOR ITEMS 1-3: January 15, 2013**

Choose **one** outcome related to written communication to report on during the 2012-13 academic year. Describe the primary instrument you will use to assess that outcome. The primary instrument should be a direct measure that includes immediate evaluation of student performance such as a test, paper, project, etc. You may want to choose an embedded senior assignment since the goal is to obtain evidence of program outcomes, not course outcomes. You may use indirect measures in addition to the primary instrument. Indirect measures are less immediate but relevant evidence of student learning. Indirect measures include student reports on what they learned, graduate school admissions, job placement, etc. For each instrument, identify how the instrument will be evaluated, who will do this and when. For each indirect or direct measure, specify the benchmark or expectation for satisfactory performance. One suggestion for giving this information is to provide the rubric that will be used with specifics as to what level of competency is expected from the students. This rubric can be sent as an attachment by email when this report is submitted.

State the student learning outcome you will assess:

|  |  |  |
| --- | --- | --- |
| 1. Embedded Assignment or Other Activity to Be Examined | 1. How is the embedded assignment or other activity evaluated and what is the expectation for satisfactory performance? | 1. Who is responsible for evaluation and when will it occur? |
|  |  |  |
|  |  |  |

**DUE DATE FOR ITEMS 4-7: September 30, 2013**

Each department/program/unit should schedule a meeting focused on assessment where the results from the analysis are discussed. At this meeting, the strengths and weaknesses of student learning in the outcome under consideration are identified. The observations of student performance should include how many students exceeded, met, or did not meet the expectation of satisfactory performance that you described in the previous section. Describe the changes in curriculum, instructions, etc. that will be implemented and how the action plan for implementation.

Student Learning Outcome #\_\_\_\_

1. Identify Major Student Learning Strengths:
2. Identify Major Student Learning Weaknesses:
3. Describe the changes agreed upon if the objective was not completely satisfied.
4. Describe the action plan for how changes will be implemented in 2013-14 to improve student learning:

**DUE DATE FOR ITEM 8: September 30, 2014**

Student Learning Outcome #\_\_\_\_

8. How effective was implementation of the action plan?

9. Describe when and how the student learning outcome will be evaluated again

REV: October 2012