

ACADEMIC AND SERVICE PROGRAMS

Program Assessment and Planning Report

Timeline

Missouri Valley College

August – September

- 1) Review the mission and goals of the program and make revisions, if any.
- 2) Complete the following sections of the report:
 - I. Mission
 - II. Goals

October – December

- 1) *Academic Programs*: Review current student learning outcomes, course map, and assessment tools.
Service Programs: Review current service outcomes, service map, and assessment tools.

Make changes if warranted.
- 2) Compile information and complete the following sections in the report:
 - III. Student learning outcomes (*Academic Programs*)
Service outcomes (*Service Programs*)
 - IV. Course map (*Academic Programs*)
Service delivery map (*Service Programs*)
 - V. Assessment tools

May

- 1) Compile assessment results and complete the following sections in the report:
 - VI. Summary of findings
 - VII. Level of achievement of goals
 - VIII. Faculty/Student/Program information (*Academic Programs*)
Staff/Clientele/Program information (*Service Programs*)
 - IX. Analysis/Interpretation
 - X. Action Plan

June

Academic Programs:

- 1) Turn in completed report to the Chief Academic Officer.
- 2) Schedule date/time for Dean/Chair to discuss the report with the CAO.

Service Programs:

- 1) Turn in completed report to _____.
- 2) Schedule date/time for Supervisor to discuss the report with _____.