General Guidelines for Reporting Assurance of Learning Results

- Every student learning objective (SLO) must have a Results/Observations reported each year from at least one direct measure of student learning and one indirect measure
- Results/Observations should be reported for every measure
- Results/Observations should include an interpretive summary statement
- Every Results/Observations should have an entry in Meaningful Changes
- Meaningful Changes should detail changes made as a consequence of assurance of learning measurement
- Not all Meaningful Changes for a program should be ‘no change indicated’ or equivalent
- If results indicate nothing to improve then:
  - Analyze data more deeply and/or
  - Move on to other SLOs and
  - Create a measurement rotation for SLOs
- If Meaningful Changes states ‘faculty will review data and make adjustments as needed’ then state what was needed and what adjustments were made
- General Education SLOs: If the reporting year in question was not the year for general education assessment then indicate such in a Results/Observations rather than leaving the field blank
- General statements such as ‘data is reviewed by faculty’ are process statements (not Meaningful Changes) to be recorded in Who will use the data (How and When)? field of assessment measure
- If a measure is no longer being used then mark it ‘inactive’ in the system so that it can be excluded from reports
- Correctly identify SLOs and Planning objectives in the Objective Type field in TracDat to facilitate reporting