

## 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