

## How-To Guide: Academic Program Assessment Plan and Report

Results or findings are the information collected through the Measures that tell the program how well students are meeting the Target. The Results should be a succinct summary statement.

When identifying whether or not the program met its target for a particular result, please refer to the following explanations and use the term that is most appropriate:

- x Exceeded: All data reported significantly surpass the target set
- x Met: All data reported achieve or surpass the target set
- x Partially Met: A portion of the data reported do not meet the target set
  - o Example 1: When reporting findings for two or more groups, one or more group achieves or surpasses the target but other(s) do not.
  - o Example 2: When reporting multiple Meets Standard Criteria, one or more Meets Standard Criteria achieves or surpasses the target but other(s) do not.
- x Not Met: All data reported do not meet the target set

Results should address the following questions:

1. Do the results report on the information described in the target (a. percentage of students; b. standard of performance)?
2. If using percentages or some other calculated final tally, what are the numbers involved in creating the final result? (e.g.,  $87/94=92.55\%$ )
3. Did the program clearly state achievement of the target (target status)?

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Example 1: Test score target for undergraduate program, outcome – applied learning

Target: 80% of the students will score 80% or higher on the applied learning section of the exam.

Results: [1a] 75% [2] (9/12) of the students scored [1b] 80% or higher on the applied learning