**ASSESSMENT COVER SHEET AND CHECKLIST FOR 2023-2024 REPORTING PERIOD**

**TARGET DEADLINE OCTOBER 1, 2024 (OR THEREABOUTS –**

**SUBMISSION WINDOW OPEN UNTIL DECEMBER 20, 2024)**

PLEASE USE ONE COVER SHEET PER DEGREE PROGRAM

(i.e., cover sheet for the baccalaureate program and a separate cover sheet for the graduate program(s))

1. Academic Program, Office, or General Ed. Area:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. Report completed by (include title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. Date(s) assessment results discussed with faculty/staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Self-Review Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | N/A |  |
|  |  |  | Are student learning outcomes (SLOs) clearly stated? (*What students should know or be able to do*.) |
|  |  |  | Is a curricular map included? (**Mandatory for undergraduate degree programs**.) |
|  |  |  | Are rubrics being used by the department included (or at least several representative rubric)? (**required if used.**) |
|  |  |  | Are assessment methods / measures noted for all outcomes? (*How you will assess student performance on the outcomes*.) |
|  |  |  | Are the benchmarks that faculty want to see students achieve identified for each measure? |
|  |  |  | Are results included and discussed? |
|  |  |  | How was the information gathered from prior assessments used to improve student learning? (*e.g., what changes were made and how did it affect student learning*)? |
|  |  |  | Have follow-up actions been identified that are based on the results/information collected? (*How will the results be used to improve student learning and meeting a particular SLO?*) |

*Please be sure to remind any instructors teaching distance education courses (or sections) they should fill out the* [*Checklist for Distance Education NMT Courses*](https://docs.google.com/forms/d/e/1FAIpQLSfXNtEpYst0qfd1EN97Z54gZQOEpFLW4afi9uSlfG_r4fD4Cg/viewform?usp=sf_link)*.*

*Please contact Rick Thompson if you have any questions when completing your report:* *Richard.Thompson@nmt.edu**, 575-835-5944.*