# Annual Academic Program Assessment
## Frequently Asked Questions (FAQs)

**1. When is the Annual Academic Program Assessment report due, and who do I send it to?**

**Answer:** Completed annual report(s) *for the previous academic year* is/are due on September 15 (of the following academic year) to your academic dean <u>and</u> to Selma Owens (SOwens@jtcc.edu) in the Office of Institutional Effectiveness (OIE). Your report(s) will be reviewed for completeness in the fall by committee teams, with feedback available by the following spring on P:/drive (and archived in OIE). Incomplete reports will be returned to the program coordinator to complete and resubmit within 10 business days.

**2. Where do I find my annual academic program assessment reports and the feedback associated with them?**

**Answer:** Your prior academic program assessment reports and corresponding team evaluations are located under **P:\Councils and Committees\Academic Assessment Committee**, and are separated by academic year. Please review your team evaluation before completing this year's report. All final reports and evaluations are archived internally and entered into compliance software before being uploaded to P:\ drive by OIE staff.

**3. How often do I need to complete these reports?**

**Answer:** As a program coordinator or department chair, it is part of your assigned duties to complete and submit your annual report(s) *every year* and *on-time*. Exemptions are only given under the following circumstances: (1) the program is undergoing a program review; (2) the program is new and this is the first year of the program—this does not apply to revised or renamed programs—and you will be expected to report on the program in the second year. For new program(s), you have one academic year to develop and submit your outcomes to OIE for review and approval.

**4. How often do I need to measure my program-level student learning outcomes (P-SLOs)?**

**Answer:** The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), our regional accrediting body, expects us to measure *all* outcomes annually. If there is an appropriate reason why you were unable to measure and document the results of an outcome in a particular year, you are expected to provide an explanation as to why. If you do not, your report may be considered incomplete and returned to you to complete and resubmit within 10 business days.

**5. What is the difference between an Action Plan or Next Steps section and the table with Recommendation, Action Plan, and Completion Date?**

**Answer:** The **Action Plan or Next Steps** section is your opportunity to describe how you plan to measure this outcome and/or meet the **Target Performance Level** in the future. The table below that section provides you with the opportunity to break up the **Action Plan or Next Steps** into smaller, finite, chunks to track your progress toward meeting your goal of continuous improvement.

**6. What if I meet my target performance measurement?**

**Answer:** That's great! Just make sure that you document this in your **Action Plan or Next Steps** that you will continue to measure and monitor this outcome. If you meet the target, but want to make improvements, you can do that too.

**7. Am I expected to report on my prior Action Plan or Next Steps in this year's report?**

**Answer:** Yes, you are expected to report on your prior year's action plan in your **Summary of Assessment Findings**, or your report may be considered incomplete (and be sent back to you to complete).

**8. What if I didn't measure all program-level student learning outcomes?**

**Answer:** Explain why you didn't measure an outcome and how you plan to in the following year. This should be captured in both the **Summary of Assessment Findings** and in the **Action Plan or Next Steps** sections. You should also include your **Action Plan** to measure this outcome and a **Completion Date**. If you do not, your report may be considered incomplete and returned to you.

**9. The team evaluation rubric specifies that a program should assess in three or more courses. What if I coordinate a short-term credential that only has two courses within the major of study?**

**Answer:** This request should be submitted to the Academic Assessment Committee, via the Office of Institutional Effectiveness, in the fall. The committee with meet to determine whether the request is acceptable and will vote in the spring. If approved, the change will be adopted for the report in the following year.

**10. I don't like my program-level student learning outcomes (P-SLOs) or the assessment I am using to measure them. Can I change them?**

**Answer:** **No**, <u>*unless you first receive*</u> formal Academic Assessment Committee (AAC) approval. You will need to submit your request to the AAC in the fall, via OIE. In the spring, after the teams have reviewed the annual reports, they will meet to review program requests. You will be called to present to the committee and will be expected to demonstrate that the change to your P-SLO(s) is/are tied to a change in curriculum or to changes in requirements by an external accreditor. For stackable credentials (CSCs and certificates into two-year degrees), you will be expected to demonstrate how the change will not significantly impact a stackable credential. For assessments, you will need to be able to demonstrate the current assessment is not appropriate for measuring your P-SLO.

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