

**Introduction:** The following template provides the guidelines for annually recording the assessment of student learning outcomes for academic degree and certificate programs at UNM. Alternative formats (e.g., those used by specialized accreditors) may be acceptable as long as the assessment information requested in this template is provided. If you have any questions, please contact the Office of Assessment at [assess@unm.edu](mailto:assess@unm.edu) or (505) 277-4130.

All academic programs should have an assessment plan and process that: 1) reflects the six steps of a continuous assessment cycle (refer to the “Annual Assessment Cycle Process” diagram for guidance) and 2) includes at least: one program goal, three student learning outcomes (SLOs), and four key program assessment measures (three direct/one indirect measures). The program’s goal(s), SLOs, and key program assessment measures should span (or reflect) students’ learning, development, and progression from the beginning to the end of the program.

**Overview of Annual Program Report Template:** The template is divided into two parts.

Part I

The first part of the template serves as the cover page. Please provide all of the information requested for the cover page.

Part II

The second part of the template requires information on the program’s goal(s), student learning outcomes, assessment measures, data results and analysis, and recommendations for program improvement and/or changes. Each program goal is followed by a table with seven columns. For each program goal, list in the table the SLOs that target or are align with the goal. Then include the assessment information for each student learning outcome(s) listed in the table. After completing the table, explain how each SLO was met, partially met, or not met. If needed, for additional goals, copy and paste the goal-table format onto a separate page.

Brief description of the seven columns:

Student Learning Outcomes (SLOs)	UNM Student Learning Goals (Knowledge, Skills, and/or Responsibility)	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark/ Objective	Data Results*	Data Analysis*	Recommendations for Improvement/ Changes*
For each row in the table, provide a SLO. If needed, add more rows. A SLO may be targeted by or aligned with more than one program goal. If using a 2- or 3-year assessment cycle, only list the SLOs that are being assessed during the relevant assessment period. If a program awards more than one degree (i.e., B.S., M.A. etc.), the SLOs for graduate and undergraduate must be different and graduate degrees must be different (Master ≠ Doctorate).	State which UNM goal the SLO targets or aligns with; if relevant, more than one UNM SLO goal may be listed	Provide a description of the assessment instrument used to measure the SLO; include the course(s) (i.e., Course: PRO 540) and the semester(s) the assessment is administered in AND if it is a direct or indirect measure; if needed, go to the next row AND/OR add more rows if more than one assessment measure is used to assess the SLO (i.e., Measure 1, Measure 2, etc.)	State the program’s “criteria for success” or performance benchmark target for successfully meeting the SLO (i.e., At least 70% of the students will pass the assessment with a score of 70 or higher.)	State whether the performance benchmark was met, not met, or exceeded AND the total number of students assessed— must have at least TWO iterations of data for each assessment measure (i.e., Out of the 111 students assessed, 86% of the students passed the assessment with a score of 70 or higher for the 1 <sup>st</sup> iteration and 25 out of 30 students passed with a score of 70 or higher for the 2 <sup>nd</sup> iteration.)	Describe weaknesses and/or strengths in students’ learning/performance based on the data results (i.e., Even though the benchmark was met, 40% of the students struggled with Question 5 which focused on...)	Describe any improvement and/or changes to be made in the course, assessment, syllabus, program etc. to address weaknesses and/or sustain/capitalized on strengths outlined in the “Analysis” column (i.e., It seems that the language in Question 5 was confusing students, so it will be changed. A revised assessment will be provided as evidence.)

**NOTE:** An asterisk (\*) denotes that relevant data/evidence must be included for that column (refer to the “Annual Assessment Cycle Process” diagram for guidance). Evidence associated with program improvements/changes that are actually made or implemented have to be provided the next academic year/assessment period.

**Part I: Cover Page**  
**UNM Academic Programs Assessment Report Template**  
**Record for Assessment of Student Learning Outcomes**  
**The University of New Mexico**

<u><b>Title of Degree or Certificate Program</b></u>	<u><b>Degree Level</b></u> <i>(Certificate, Associate, Bachelors, Master's, etc.)</i>

Name of Academic Department (if relevant):

Name of College/School/Branch:

Academic Year/Assessment Period:

Submitted By (include email address):

Date Submitted to College/School/Branch for Review:

Date Reviewed by College Assessment and Review Committee (CARC) or the equivalent:

State whether ALL of the program's student learning outcomes (SLOs) are targeted/assessed/measured within one year, two years, OR three years:

If the program's SLO's are targeted/assessed/measured within two years or three years, please state whether this assessment record focuses on SLOs from the first year, second year, or third year:

Describe the actions and/or improvements that were implemented during the previous reporting period (provide relevant evidence):

**Part II: Assessment Report**

**Program Goal #1:**

<b>Student Learning Outcomes</b>	<b>UNM Student Learning Goals (Knowledge, Skills, and/or Responsibility)</b>	<b>Assessment Measures incl. Measure Type (Direct or Indirect)*</b>	<b>Performance Benchmark</b>	<b>Data Results*</b>	<b>Data Analysis*</b>	<b>Recommendations for Improvement/Changes*</b>

Based on the data results and analysis provided for the student learning outcome(s) listed in the table above, for EACH student learning outcome, please state if the outcome was met, partially met, or not met. Briefly explain why:

**Program Goal #2:**

<b>Student Learning Outcomes</b>	<b>UNM Student Learning Goal (Knowledge, Skills, and/or Responsibility)</b>	<b>Assessment Measures*</b>	<b>Performance Benchmark</b>	<b>Results*</b>	<b>Analysis*</b>	<b>Recommendations for Improvement/Changes*</b>

Based on the data results and analysis provided for the student learning outcome(s) listed in the table above, for EACH student learning outcome, please state if the outcome was met, partially met, or not met. Briefly explain why:

**Program Goal #3:**

<b>Student Learning Outcomes</b>	<b>UNM Student Learning Goal (Knowledge, Skills, and/or Responsibility)</b>	<b>Assessment Measures*</b>	<b>Performance Benchmark</b>	<b>Results*</b>	<b>Analysis*</b>	<b>Recommendations for Improvement/Changes*</b>

Based on the data results and analysis provided for the student learning outcome(s) listed in the table above, for EACH student learning outcome, please state if the outcome was met, partially met, or not met. Briefly explain why: