NASSAU COMMUNITY COLLEGE
Academic Senate Assessment Committee

Guidelines For

Annual Departmental Assessment Report (ADAR)
The following guidelines are designed to provide a consistent campuswide framework for departments to effectively and efficiently report their assessment activities for the current academic year. These guidelines are provided in the spirit of increasing departmental ownership of and responsibility for implementation and monitoring of learning outcomes assessment, and to facilitate the use of course- and department-level outcomes assessments to inform the institutional planning process.

ADAR must be submitted electronically* (e.g., email attachment, CD-ROM, web link) to:
1. Dean Janice A. Grackin, Office for Assessment and Program Review (OAPR)>> oapr@ncc.edu
2. Department’s Area Dean
3. Department Chair (if ADAR is not submitted by the Chair)

Annual Departmental Assessment Report is due to OAPR no later than June 1, 2011.

1. Narrative summary, which should include
   ✓ A copy and review of your department’s current long term assessment plan timeline, noting any revisions.
   ✓ Any changes in departmental assessment committee membership or in appointed course managers/coordinators that were made since your previous ADAR.
   ✓ Report on departmental assessment activities since the previous ADAR that are relevant to learning outcomes and goals, including SUNY General Education goals as appropriate, and including any changes to course level assessments.
   ✓ Course level learning outcomes results as well as the results of program/department level assessments of student learning goals.
   ✓ Any changes in the department’s assessment plan since the previous ADAR.
   ✓ Discussion of how you have addressed (a) previously self-identified issues and (b) recommendations made previously by OAPR.
   ✓ Assessment designs for new or substantially modified courses that were not reported in previous plans and any changes in program/department level learning goals or assessment plans.

2. Submit
   ✗ Using the current Assessment Matrices (required), quantitative data for course, program and department level learning outcomes/goals assessed, including
      ✓ Number of students.
      ✓ Number of sections (for courses).
      ✓ Number of full-time and adjunct faculty.
      ✓ Number of students who are respectively exceeding, meeting, or not meeting expectations for academic performance, based on the specified learning outcomes/goals.

   ✗ Using the current Assessment Matrices (preferred) OR other format of your choice, please provide detailed information about
      ✓ Learning outcomes/goals that were measured and/or modified since the previous ADAR, along with brief descriptions of measures used to assess each learning outcome/goal.
      ✓ Criteria used to delineate levels of learning/performance (exceeding, meeting, or not meeting expectations) for each learning outcome/goal at course, program and department levels.
      ✓ Results of course, program and department level assessments, including descriptions of students’ performance as a group and anything of note about the assessment process itself.
      ✓ Modifications to courses OR programs OR department that were identified or recommended on the basis of assessment results and, if applicable, improvements achieved (based on re-assessment after implementation of modifications).

Questions? Please contact Dr. Janice A. Grackin at 2-8934