Workflow for Assessment of Academic Programs

Assessment Report Process

Assessment Report submitted by designated faculty/staff into the APA system*. Due March 12, 2021.

Once submitted for approval, an email is sent to trigger review

Assessment Report(s) reviewed, sent back for edits or approved by Department Head in APA. Due May 28, 2021.

Once all reports are approved, an email is sent to trigger review

Assessment Reports reviewed, sent back for edits or approved by the Dean/designee of the college in APA. Due June 25, 2021.

Once each report is approved, an email is sent to trigger review

Assessment Reports reviewed, sent back for edits or approved/archived by facilitators in APA.

*Reports are submitted through the APA system, accessible at: go.ncsu.edu/APA

Once all Assessment Report(s) have reached the Department Head, an email is generated requesting a Summary Report be written by the Department Head.

Department Head authors a Summary Report in APA. Due June 11, 2021.

Once all Assessment Reports for the college have reached the Dean/designee, an email is generated requesting a college Summary Report written by the Dean’s designee.

Dean/designee authors college Summary Report in APA. Due July 9, 2021.

Provost’s Office reviews each college Summary Report, writes response to each college Summary Report.

The facilitators’ formal role in the process occurs after the Dean’s designee review of reports; however, the facilitators are available for consultation at any point in the process.

Each Department Head and Dean’s designee authors a Summary Report. All reports will answer the following questions:

1. What did you learn from the assessment reports about how effective your department’s/college’s programs are in achieving their outcomes?
2. What steps should be taken to enhance the effectiveness of outcomes assessment to improve programs in your department/college?
3. What are some examples of productive new actions taken by faculty to improve their programs?
4. What are some general issues that emerged in your reading of the reports that the Dean/Provost should be aware of?