

University of Maryland

Guidelines for Undergraduate Program Learning Outcomes Assessment

Part A: Ongoing Assessment Cycle

1. Review assessment plan and determine what outcome or outcomes the department or unit will assess for the given year.
2. Assess at least one learning outcome each year using measures that provide direct evidence related to student learning.
3. Collect and process data.
4. Discuss data among members of the department or unit to determine how the findings can impact the program that was assessed.
5. Initiate programmatic changes.

Part B: Annual Reporting Schedule

1. Prepare an annual report on assessment progress according to the Undergraduate Learning Outcome Assessment Summary template.
2. In October submit the Undergraduate Learning Outcome Assessment Summary to the Provost via the Dean and the College Coordinator.
 - Annual reports are peer-reviewed by College Coordinators using the Undergraduate Learning Outcomes Assessment Summary – Rubric/Scoring Criteria.
3. Receive feedback via the Provost's Commission on Learning Outcomes Assessment annual report, which is sent to the colleges via the deans in the spring.
4. Review, and discuss among members of the department or unit, the feedback received on your Undergraduate Learning Outcome Assessment Summary, and incorporate into your continuing assessment plans.