ANNUAL DEPARTMENT/PROGRAM REPORT

Department/Program:

Submit to Dean by February 15

1. Department/Program Vision, Mission, Philosophy and Description
2. Vision Statement
3. Mission Statement
4. Philosophy
5. Teaching Philosophy & Pedagogy
6. Digital Learning Philosophy
7. Dual Enrollment Philosophy
8. Articulation Agreements (if applicable)
9. Advisory Committee – Membership and Function (if applicable)
10. Special Events or Activities
11. Personnel
12. Full-Time Faculty (include degrees & qualifications)
13. Part-Time Faculty (include degrees & qualifications)
14. Other Personnel
15. Enrollment Trends Data (Past 5 years)
16. Program Strategic Planning Report Summary
17. Department Goals for 2015-16
18. Department Strengths
19. Department Challenges
20. Department Resource Needs for Next Year
21. Facilities
22. Equipment
23. Personnel
24. Budget and Request for next year\*

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| Budget Line Item | 2014-15 Amount | 2015-16 Request |
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\*Explain and/or justify any significant changes to the budget requested.

1. Assessment Updates (3 “levels” of assessment – General Education, Degree/Certificate, and Department/Program)
2. Executive Summary (bullet points)
3. Major “take aways” from general education outcomes assessment
4. Major “take aways” from degree/certificate or program-level assessments.
5. General Education Outcomes Assessment - Describe changes to instruction, program, advising or strategy as a result of the last General Education Outcomes Assessment results (updated each fall and spring.)

*As graduates of Casper College, students will be able to …*

*1. Demonstrate effective oral and written communication*

*2. Use the scientific method*

*3. Solve problems using critical thinking and creativity*

*4. Demonstrate knowledge of diverse cultures and historical perspectives*

*5. Appreciate aesthetic and creative activities*

*6. Use appropriate technology and information to conduct research*

*7. Describe the value of personal, civic, and social responsibilities*

*8. Use quantitative analytical skills to evaluate and process numerical data*

1. Department/Program Name:

List the Degrees/Certificates awarded by the Department/Program:

1. Student Learning Outcomes and Assessment by Degree/Certificate

Degree or Certificate:

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| --- | --- | --- | --- | --- | --- |
| Learning Outcomes | **A**How/Where is outcome learned? | **B**Evidence/ Indicator(s) of Learning | **C**Collection method(s) for each source of evidence | **D**Analysis method(s) for each source of evidence | **E**Feedback Procedures (Faculty, staff & students) |
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1. Assessment Activities and Results (raw data reports)
2. Assessment Analysis – What changes have you made or do you plan to make in this degree or certificate based on your assessment data?

***[Copy and paste parts D, E and F for each degree/certificate assessment plan in the program.]***

1. Department/Program Level Assessment Results & Analysis
2. External Assessment Data Relevant to the Department/Program
3. Third-Party Comments/Evaluations (if applicable, such as accreditors, community advisory boards, etc.)
4. Department/Program Overall Assessment Analysis – Describe the changes to the department/program based on the past year’s assessment activities. How has the department/program used the assessment data to celebrate student achievements and/or improve the curriculum or pedagogy in the last year?