

**Academic Program: Operational Outcomes Assessment Report
Support Information**

Introduction:

Per UWG Procedure 1.4.1, (found [here](#)), all assessment reports for Academic Affairs are due to the Office of Institutional Effectiveness and Assessment by **November 15th** of each year.

- Each Academic Program is expected to submit an annual **Student Learning Outcomes Assessment Report**. This report is completed solely by the program.
- Each Academic Department is expected to submit an annual **Operational Outcomes Assessment Report**. This report is partially completed by the Office of Institutional Effectiveness and Assessment, who enters all data points. The report is then sent to each Department to analyze, interpret, and state any improvement plans based on the data.

Expectations:

It is requested that the Department Chair

1. Review the data provided
2. Analyze and interpret the data in the “Interpretation & Use of Results” column
3. State any improvement plans based on the data in the “Improvement Plan” column
4. If necessary, assign success criteria

*For updating cells in the “Interpretation & Use of Results” and “Improvement Plan” columns, you can delete the current content and update as needed.

Deans are **NOT required to complete the Combined College Assessment Report. However, if a Dean were to complete the report, it, too, should be submitted to the Office of Institutional Effectiveness and Assessment by the deadline.

Definitions:

UG = Undergraduate

GR = Graduate

Goal Sections	Definitions
New Student Enrollment	Fall census date count of <u>ONLY</u> new to UWG UG/GR students with a declared major associated with the department.
Total Student Enrollment	Unduplicated headcount for the year of all students with a declared major associated with the department.

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Departmental Retention of New Students <i>(if applicable)</i>	Comparison of the number of <u>new</u> UG students beginning in fall with a declared major in the department to the number of those same students enrolling in the subsequent fall term with a declared department major expressed as a percentage.
Institutional Retention of New Students <i>(if applicable)</i>	Comparison of the number of <u>new</u> UG students beginning in fall with a declared major in the department to the number of those same students enrolling in <u>any</u> UWG major the subsequent fall term expressed as a percentage.
Undergraduate Degrees Conferred <i>(if applicable)</i>	Number of UG degrees conferred within associated department (reported by first major).
Graduate Degrees Conferred <i>(if applicable)</i>	Number of GR degrees conferred within associated department (reported by first major).
Minors Awarded <i>(if applicable)</i>	Number of minors awarded within the associated department (reported by first minor).
Certificates Awarded <i>(if applicable)</i>	Number of certificates awarded (only includes stand-alone certificate programs).
Second Majors on Degrees Conferred <i>(if applicable)</i>	Number of UG second majors on degrees conferred reported elsewhere by first major (This is a second major on another degree and should not be counted as a separate degree)
Engage West	Engage West! Survey score on Engagement (would be in the report for the Department chair at the time)