Assessment Reports Should Include:

1. Program and student learning outcomes assessed
2. Methods – assessment approach, activities
3. Findings, results
4. Improvements instituted as a result
5. Follow-up; future plans for assessments
6. Changes made to the assessment plan
7. Attachments, supporting documentation welcome

While reports should all include this content, they do not have to be organized in this format. You may want to begin by describing an improvement to your curriculum or pedagogical approach and then describe the assessment (analysis of student learning, survey, interviews, etc.) that led to the programmatic change.