**Revised: 10/21/15**

**MUSKINGUM UNIVERSITY GEN ED ASSESSMENT REPORT TEMPLATE**

**Instructions for submitting numerical results and report:**

**Numerical Results:**

Obtain the appropriate category rubric from the Undergraduate Assessment Committee Blackboard course web site. After applying a course-specific assessment method to the category rubric, submit numerical results within 30 days after final grades are due or by the end of the faculty member’s contract (which comes first). These results should be submitted through the Undergraduate Assessment Committee Blackboard course web site.

**GEN ED Assessment Report:**

* For full-time and part-time faculty members, the Gen Ed Assessment Report is due at the same time as Faculty Annual Reports. Submit the report (sections one to three below) as an *addendum to the Faculty Annual Reports*.
* Adjunct instructors will submit the GEN ED Assessment Report (sections one to three below) to their supervisors *within 30 days after final grades are due*.

Instructors reporting on multiple courses should paste a new template for each course.

**SECTION ONE: COURSE INFORMATION**

**Instructor Name:**

**Instructor Status** (Bold Appropriate Designation):Full-Time, Part-Time, Adjunct

**Gen Ed Course Prefix/Term Taught:** (e.g., ENGL-123-FA-15):

**Course Category:** (Bold Appropriate Category):

|  |  |
| --- | --- |
| 1. Communication in Writing | 2. Communication in Speech |
| 3. Communication in a Global and Digital Age | 4. Religious Understanding |
| 5. Moral Inquiry | 6. Quantitative Reasoning |
| 7. Scientific Understanding | 8. Health |
| 9. Artistic Understanding and Expression | 10. Cultural Diversity |
| 11. International Perspectives | 12. Western Traditions |
| 13. The U.S. Experience |  |

**Course-Specific Assessment Method:** Summarize the method used to rate learning outcomes. Examples might be an essay question, paper assignment, performance, or presentation.

**SECTION TWO: NUMERICAL RESULTS**

Please paste the category rubric with numerical results into this section. Note: these are the numerical results already submitted to the Undergraduate Assessment Committee Blackboard web site.

**SECTION THREE: REFLECTION (answer relevant questions)**

**Course Outcomes**

1. What do the numerical data results suggest with respect to the learning objective? Why do you think students performed as they did?
2. In addition to the numerical data, what other factors might offer insight into student performance?

**Changes in Instruction**

1. Detail any specific changes you are implementing to improve course outcomes as a result of this assessment.
2. List courses in which you implemented changes based on prior assessment reports. Comment on the efficacy of those changes.

**Comparative Analysis**

1. Are there patterns, trends, or other issues that you observe across multiple general education courses that you may have taught?
2. If aggregate numbers are available for other courses in this category, comment on how course numerical results compare to these.

**Suggestions**

1. What suggestions do you have to improve the assessment process? These could include ideas about course-specific methods, the category rubrics, or the category-learning objectives.