***Annual Planning and Evaluation Report for Instructional Programs*: 2020-21**

**Instructions and Submission Checklist**

This document is designed as a reference for the different sections of the *Annual Planning and Evaluation Report (APER) for Instructional Programs*. You can read this entire document if that is helpful, or you can simply reference any sections/prompts where you need more explanation about the requirements.

**Important Notes:**

1. **Do not delete any of the prompts from the template.** The prompts should remain in the template for the reader. You must answer each question/prompt; there are very few cases of N/A, and those cases are indicated in the instructions that follow.
2. **Do not change the formatting of the template.** Each program’s report will be published in a compiled document, so the formatting of each report should remain standardized.
3. **Do not insert pictures/screen shots into the report**. Because the final reports will be published, they cannot contain pictures or screen shots. This includes screen shots of data obtained from standardized tests. Please make new data tables in the template as needed and consult the Office of Academic Assessment with questions.
4. **If you are not assessing all sections of a course, please contact the Office of Academic Assessment**. We will consult on the appropriate sample size and representation from each campus.
5. **Contact the Office of Academic Assessment if your results/analysis do not fit easily into the template**. We can brainstorm how to best include your data and analysis.

**Summary of changes to 2020-21 APER Template:**

1. **Assessment Results column**: In the “Results by Modality” table, a row was added for results from Synchronous Hybrid Remote courses since most courses in 2020-21 were offered in that modality.
2. **Core Learning Outcome (CLO) section**: Programs should choose between the two CLO options for 2020-21: Critical Thinking or Quantitative Literacy.
3. **Program Goal on Graduation**:

* Programs can report graduation results disaggregated by parent degree and specialization(s), if they wish, via a new table in the template. This data is provided by OIR to programs each year.
* Programs must report this year on whether graduation totals surpassed the VCCS Productivity Standards provided in the template (see page 5 below for more information).

1. **Program Goal on Program Placement**:

* Programs are required this year to report on FTES in addition to headcount. An additional table was added to the template for programs to include FTES totals. FTES data will be provided by OIR along with graduation data and program placement by headcount, and all 2020-21 data can be found here in August 2021: <https://www.nvcc.edu/oiess/academic-assessment/slo-assessment/apers-data.html>.
* Associate-degree granting programs must report this year on whether FTES totals meet the VCCS Productivity Standards provided in the template (see page 7 below for more information).

| **Instructions** | **Checklist** |
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| **Program/Discipline Purpose Statement:** Insert Purpose Statement from 2020-21 College Catalog: <https://catalog.nvcc.edu/content.php?catoid=6&navoid=378>)   * Click on the link * Choose your program * Copy and paste the purpose statement found at the top of the webpage | * Provided Program/Discipline Purpose Statement from 2020-21 College Catalog |
| **Student Learning Outcome rows:** There are 3 gray rows in the template for you to insert the 3 SLOs that your program assessed in 2020-21. Please write the full SLO in the row. | * Inserted 3 SLOs into the corresponding gray rows in the template |
| **Core Learning Outcome row:**   * Put an X next to the CLO that was assessed: either Critical Thinking or Quantitative Literacy * Write one sentence about how the CLO was operationalized. If your program used one of your SLOs for the CLO, write it here. | * Put an X next to the CLO that was assessed * Wrote 1 sentence about how the CLO was operationalized |
| **Program Goals section:** more information is at the end of this document for the Program Goals section of the report. | * See Program Goals section below. |
| **Assessment Methods (Column 1):**  Please follow these instructions for all SLO and CLO assessments. Separate instructions for the Program Goals section follow. | |
| **Course Name/Number:** Write the full course name (from the College Catalog) followed by the course number - e.g., Introduction to Business - BUS 100 | * Provided the full course name from the College Catalog and the course number for each course assessed |
| **Direct Measure Used:** Give a brief explanation of the assignment(s)/instrument used for this assessment. You can copy and/or summarize the description given to students (from an assignment sheet, the syllabus, etc.).  **Note:** Do not list any test questions and/or answers in this report. Your report will be published, and we do not want students to have access to actual test questions. Please summarize test concepts, topics, and answers (if relevant) in this report.   * Be sure to submit blank copies of the assessments with this report as well as any rubrics used to evaluate students on the SLO/CLO. | * Provided a brief explanation of the assignment(s) used * Attached a blank copy of all assessments (please attach to the email when you submit the APER) * Attached blank rubrics, if used |
| **SLO/Rubric Criteria or Question Concepts:**   * List the topics/criteria assessed. They should match the items that you list in column 2, in the table tilted “Results by SLO Criteria.” * You can also give information here about the number of points assigned to each topic/criteria and/or performance levels, as appropriate (e.g., 5 points=exemplary, 4 points=meets expectations, etc.) | * Provided the question topics/criteria that were assessed, and they match what is written in the “Results by SLO Criteria” table in the Assessment Results column * DO NOT include actual test questions, just summaries of question topics/concepts |
| **Other Method (if used):** If more than one measure was used for this assessment, describe it here. If not, then delete this prompt. | * Included information on other method if used. If not, deleted the prompt |
| **Sample:**   * Give a complete response in the table about the number of sections offered, the number of sections assessed, and the number of students assessed in each section. If there were no sections offered, please write N/A. * If more than one course was used for this assessment, write each course in a separate row. You can duplicate rows under each campus where the courses were offered (e.g., there may be 2 rows for MA because the two different courses that you assessed were offered there. Write each course number next to MA and then indicate how many sections were offered, assessed, etc.) * If the course was only offered at one campus, write the word “only” next to the campus (e.g., AL only) and then delete all of the other rows from the table, except for NOVA Online and Dual Enrollment. Never delete the NOVA Online and Dual Enrollment rows. * You must always report on NOVA Online and Dual Enrollment courses, even if they are not offered. If not offered, write N/A in the cells. * For any campus that did not offer classes, write N/A in the cell(s). | * Included all of the sections of the course offered * Indicated the number of **sections** assessed * Indicated the number of **students** assessed for each campus * Totaled all of the cells in the bottom row of the table (“Total” row) * Wrote N/A or 0 (zero) in any relevant cells of the table |
| **Assessment Results (Column 2):**  Please follow these instructions for all SLO and CLO assessments. Separate instructions follow for the Program Goals section. | |
| **Semester/year data collected:** Write either Fall 2020 or Spring 2021 (in some cases, it may also be Summer 2020) | * Wrote either Fall 2020 or Spring 2021 |
| **Target:** Indicate the score you expect students to achieve, either as:  An average/mean (e.g., student average on the overall assessment and/or individual criteria will be at or above X%)  A two criteria target (e.g., 80% of students will earn 70% or better overall and for each individual criterion) | * Included the target |
| **Results by Modality:** Overall Average/Mean Scores:   * **All students assessed:** Provide an average score for **all students assessed**. This will be a weighted average for all on-campus, synchronous hybrid (remote), NOVA Online, and Dual Enrollment courses. * Provide average/mean scores in the table for all students assessed in each of the 4 modalities: on-campus, synchronous hybrid (remote), NOVA Online, and Dual Enrollment. * Write N/A if NOVA Online and/or Dual Enrollment courses were not assessed. Do not delete NOVA Online and Dual Enrollment rows from the table. * Provide previous results for this SLO assessment:   + If there are no previous results and/or they are not comparable because a new assessment/course was used, please write N/A and then provide a brief explanation below the table. | * Provided an average (weighted) score for all students assessed * Provided overall mean/average results (current and previous) by modality: all on-campus students, all synchronous hybrid (remote) students, all online students, and/or all dual enrolled students * If previous results are not available, indicated N/A in the appropriate cells of the table and wrote an explanation below the table, if appropriate |
| **Results by SLO/CLO Criteria:**   * Put an X in one of the brackets under “Results by SLO Criteria.” The two options are: * **Average/Mean score per criteria**: put an X in the brackets if the results are average student scores for each criteria/topic * **Percent of students > target per criteria**: put an X in the brackets if the results are the percent of students who scored at or above the target (typically used for multiple choice questions) * If your results do not fall into these two categories, contact the Office of Academic Assessment to discuss how to include your results. * Add additional rows to the table if needed; delete extra rows that are not used. * If there are no previous results to report, delete the “Previous Results” column of the table. * Do not alter the table in any other way without consulting with the Office of Academic Assessment first. * If you are assessing 2 or more different courses (e.g., SLA 201 and 220): please use 2 or more “Results by SLO/CLO Criteria” tables with the results for each course provided in the different tables. This is not necessary for multiple sections of the same course. | * Put an X in one of the brackets under “Results by SLO/CLO Criteria” * Included current and previous scores by question topic/criteria * If previous results are not available, deleted the Previous Results column * Deleted unused rows from the table * If assessing multiple courses, included separate “Results by SLO/CLO Criteria” tables for each course (e.g., SLA 201 and 220) |
| **Target Met:**   * Put an X in one of the brackets indicated. If you check “Partially,” give a brief explanation. | * Indicated if the target was met by inserting an X in the appropriate bracket * Included a brief explanation, if appropriate |
| **Current Results Improved vs. Previous Results:**   * Put an X in one of the brackets. * If you check “Partially,” give a brief explanation. * If this is the first assessment of this SLO/CLO and/or you are using a new assessment method or assessing a different course, mark N/A and then write, “First assessment of this SLO/CLO” or “First assessment of this SLO/CLO using this course/assessment” | * Indicated if the current results improved over the previous results by inserting an X in the appropriate bracket * Included a brief explanation, if appropriate |
| **Narrative comparison of current results to previous results:** Write a 1-2 sentence description of areas from the “Results by SLO Criteria” table where student scores increased and areas where they decreased from the previous assessment. If there are no previous results, write N/A. | * Wrote a 1-2 sentence narrative description of areas where the current results increased and/or decreased from the previous results * Wrote N/A if there are no previous results |
| **Areas where students met the target:** Write the areas/criteria where students met the target based on the data in the “Results by SLO Criteria” table. | * Indicated the areas/criteria where students met the target |
| **Areas where students did NOT meet the target:** Write the areas/criteria where students did not meet the target. This information is going to be important for question #3 in the “Use of Results” column. | * Indicated the areas/criteria where students did NOT meet the target |
| **Use of Results (Column 3):**  Please follow these instructions for all SLO and CLO assessments. Separate instructions follow for the Program Goals section. | |
| **1. Changes put in place since previous assessment to improve student learning:**   * List any previous actions that were implemented since the last assessment to improve student learning on this SLO/CLO. * If it is the first time that the SLO/CLO is being assessed: include actions that were taken to prepare for the assessment of the SLO/CLO. Do not write “N/A” * Be sure to include the semester and year when the actions were implemented. | * Explained past actions that were implemented. (This prompt should never be marked “N/A”) * Included semester and year when past actions were implemented. |
| **2. Impact of changes on current results:** Give a brief analysis here of the impact of the changes listed in #1 above on the results reported in the previous column (i.e., connect actions listed in #1 to areas where student scores improved this year). | * Tied past actions to current results that were reported in the “Assessment Results” column |
| **3. According to current results, areas needing improvement:**   * List the areas/criteria from the previous column where students did NOT meet the target. These should match the last prompt in the “Assessment Results” column which asks for areas where students did NOT meet the target. * Also, provide a short analysis here about why you think students are not meeting targets in these areas. If these scores went down since the previous assessment, try to explain why this might have happened; if student scores actually increased since the previous assessment but are still not meeting the target, mention that scores are improving but need more work. | * Listed the areas/criteria where students did NOT meet the target (these areas should match the last prompt of the “Assessment Results” column where you listed the areas that students did NOT meet the target) * Provided a short analysis about why students are not meeting targets in these areas |
| **4. Based on the results, new actions to improve student learning:**   * Explain the actions that your program will take going forward to improve student learning in the areas/criteria where students did NOT meet the target. * Note: Your program should discuss the results of the assessments and make decisions about actions to implement before submitting this report so that you can include the decisions here. Do not write that the program will discuss the results at a future meeting; you must list actions that the program will take targeting the areas where students scored lowest on the assessment. * Be specific about what will be done and when it will be implemented. | * Included specific actions that will be taken to improve student learning going forward * Included semester and year when actions will be implemented |
| **5. Next assessment of this SLO/CLO:** Please indicate the semester and year when this SLO/CLO will be assessed again.   * For CLO assessments, refer to the College-wide CLO assessment schedule: <https://www.nvcc.edu/oiess/academic-assessment/clo-assessment/resources/timeline.html> | * Indicated the SEMESTER YEAR when the SLO/CLO will next be assessed |

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| **Program Goal on Graduation** | |
| **Instructions** | **Checklist** |
| First, insert your program goal for graduation in the gray row. This can either be a broad/general goal for graduation or a specific target which you will include in the Assessment Results column. | * Inserted graduation goal into the gray row |
| **Assessment Method column** | |
| **Short description of method(s) and/or source of data:**   * The OIR data is provided in this column. If you used a different/additional source(s) of data (e.g., SIS), please include that here. * The VCCS Associate Degree Productivity Standards are also included here. You will need to compare your graduation totals to this standard and answer one question in the Assessment Results column related to this table. | * Described where different/additional graduation data was obtained * Included a URL if appropriate |
| **Assessment Results column** | |
| **Target**: Provide a specific target here that can be measured and evaluated against the results that are provided in this section. Graduation targets are typically written as either:   * an increase in graduation totals by X% * to graduate Y% of program placed students within Z years | * Inserted a specific, measurable target |
| **Results for the Past 5 Academic Years**:   * You have two choices about how to report this data, and two tables from which to choose:   + If your program does not contain specializations, you can use the first table which lists only number of graduates by year.   + If you have specializations that you would like to include in the report, use the second table which allows you to do that.   + Only use one table and delete the table that you do not use. * Graduation data will be available in August 2021 on the following website: <https://www.nvcc.edu/oiess/academic-assessment/slo-assessment/apers-data.html> * Please calculate percent increase/decrease:   + For the table with no specializations: calculate the % change each year   + For the table with specializations: calculate the % change only for 2020-21 compared to the previous year   + If you need assistance calculating % changes, contact the Office of Academic Assessment | * Decided which Results table to use – only use one and delete the other * Inputted the results from the past 5 years * Calculated percent increase/decrease |
| **Target Met**: Put an X in one of the brackets. For “Partially,” give a brief explanation. | * Indicated if target was met |
| **Current Results improved versus Previous Results**: Put an X in one of the brackets. For “Partially” or “N/A,” give a brief explanation. | * Indicated if current results improved |
| **Narrative comparison of current results to previous year’s results:** Give a brief analysis of trends over the past five years, focusing on the changes from 2019-20 to 2020-21 (the two most recent years). | * Provided a brief comparison of graduation results over time, focusing on the change from 2019-20 to 2020-21 |
| **Does the 2020-2021 graduation total surpass the VCCS Productivity Standards from the previous column? Please explain:** Compare your program’s 2020-21 graduation totals against those in the VCCS Associate Degree Productivity Standards in the previous column. Choose the appropriate row in that table to compare your graduates to (e.g., Transfer degrees or different A.A.S. degrees). Provide a short explanation of whether your program surpassed the VCCS requirements for graduation. If not, provide an explanation/analysis about why not. | * Provided analysis about whether your program surpassed the VCCS requirements. * If your program did not, provided an explanation/analysis about why not. |

| **Instructions** | **Checklist** |
| --- | --- |
| **Use of Results column** | |
| Answer each question:   * #1: Be specific about what actions took place in the past that specifically targeted improving/encouraging student graduation. Be sure to include the semester and year when actions took place. * #2: Tie the actions in #1 to the current results. * #3: Be specific about what needs improvement in order for more students to graduate. * #4: List specific actions your program will take going forward to improve both graduation and VCCS productivity results. Be sure to include the semester and year when new actions will be implemented. | * #1: Explained past actions that were implemented to improve graduation totals. Included the semester and year when each action was implemented * #2: Explained how the past actions affected current graduation totals * #3: Wrote specific areas that need improvement going forward to improve graduation totals * #4: Explained actions that will be implemented to improve graduation and VCCS productivity results, and included the semester and year when each action will be implemented |
| **Program Goal on Program-Placed Students** | |
| First, insert your program goal for program-placed students in the gray row. This can either be a broad/general goal for program placed students or a specific target which you will include in the Assessment Results column. | * Inserted program-placement goal into the gray row |
| **Assessment Method column** | |
| **Short description of method(s) and/or source of data:**   * The OIR data is provided in this column. If you used a different/additional source(s) of data (e.g., SIS), please include that here. * For associate-degree granting programs only (N/A for certificates): The VCCS Associate Degree Productivity Standards are also included here. You will need to compare your FTES to this standard and answer one question in the Assessment Results column related to this table. | * Described where different/additional program placement data was obtained * Included a URL if appropriate |
| **Assessment Results column** | |
| **Target**: Provide a specific target here that can be measured and evaluated against the results that are provided in this section. | * Inserted a specific, measurable target |
| **Results for the Past 5 Academic Years - Headcount**:   * You have two choices about how to report this data, and two tables from which to choose:   + If your program does not contain specializations, you can use the first table which lists only the number of program-placed students by year.   + If you have specializations that you would like to include in the report, use the second table which allows you to do that.   + Only use one table and delete the table that you do not use. * Program placement data will be available in August 2021 on the following website: <https://www.nvcc.edu/oiess/academic-assessment/slo-assessment/apers-data.html> * Please calculate percent increase/decrease:   + For the table with no specializations: calculate the % change each year   + For the table with specializations: calculate the % change only for 2020-21 compared to the previous year   + If you need assistance calculating % changes, contact the Office of Academic Assessment | * Decided which Headcount Results table to use – only use one and delete the other * Inputted the results from the past 5 years * Calculated percent increase/decrease |
| **Target Met for Headcount**: Put an X in one of the brackets. For “Partially,” give a brief explanation. | * Indicated if target was met |
| **Current Results improved versus Previous Results**: Put an X in one of the brackets. For “Partially” or “N/A,” give a brief explanation. | * Indicated if current results improved |
| **Narrative comparison of current results to previous year’s results:** Give a brief analysis of trends over the past five years, focusing on the changes from 2019-20 to 2020-21 (the two most recent years). | * Provided a brief comparison of program placement results over time, focusing on the change from 2019-20 to 2020-21. |
| **Results for Past 5 Academic Years - FTES:**   * Input the FTES data into this new table. The data will be provided by OIR to programs in August 2021 and will be available here: <https://www.nvcc.edu/oiess/academic-assessment/slo-assessment/apers-data.html> * If your program has specializations: you can decide whether to input FTES from just the parent degree or add up the parent degree + specializations and input those figures. You do not need to report parent degree FTES and specialization FTES separately; if you want to include specializations in the table, please add all specializations to the parent degree figures. * Calculate the percent change from year to year. | * Inputted FTES data from the past 5 years * Calculated percent increase/decrease for each year |
| **Does the 2020-2021 FTES meet the VCCS Productivity Standards from the previous column? Please explain:** This prompt is for associate-degree granting programs only (N/A for certificates): Compare your program’s 2020-21 FTES against those in the VCCS Associate Degree Productivity Standards in the previous column. Choose the appropriate row in that table to compare your FTES to (e.g., Transfer degrees or different A.A.S. degrees). Provide a short explanation of whether your program met the VCCS requirements for FTES. If not, provide an explanation/analysis about why not. | * Provided analysis about whether your program met the FTES VCCS requirements (associate degrees only; N/A for certificates). * If your program did not, provided an explanation/analysis about why not. |
| **Use of Results column** | |
| Answer each question:   * #1: Be specific about what actions took place in the past that specifically targeted improving/encouraging program placement. Be sure to include the semester and year when actions took place. * #2: Tie the actions in #1 to the current results. * #3: Be specific about what needs improvement in order to improve program placement. * #4: List specific actions your program will take going forward to improve both program placement and VCCS productivity results. Be sure to include the semester and year when new actions will be implemented. | * #1: Explained past actions that were implemented to improve program placement. Included the semester and year when each action was implemented * #2: Explained how the past actions affected current placement totals * #3: Wrote specific areas that need improvement going forward to improve program placement * #4: Explained actions that will be implemented to improve program placement and VCCS productivity results, and included the semester and year when each action will be implemented |
| **Additional/Optional Program Goals** | |
| * You can report on additional/optional program goals in this report. If you do this, add as many additional sections as needed. If you do not report additional goals, delete this section of the report. * Follow the template prompts for each column as closely as possible. * Provide an analysis of the results over time (e.g., are results increasing, decreasing, holding steady? Are the results what you wanted/expected?). * Answer the questions in the Use of Results column as much as possible. * Contact the Office of Academic Assessment if your results/analysis do not fit easily into the template prompts. We can brainstorm how to best include your data and analysis. | * If you are not reporting additional/optional program goals, deleted this section of the report * If you ARE reporting additional/optional program goals, answered the prompts as closely as possible * Contact the Office of Academic Assessment for assistance or to modify the template to meet your needs |