Assessment Standards and Guidelines
Academic Year

• Institutional - Institutional Learning Outcomes
  o The Institutional Outcomes represent a set of skills and level of knowledge that students can demonstrate after completing their education requirements: 1) Critical/Creative Thinking, 2) Communication, 3) Cultural Literacy and 4) Information/Technical Literacy.
  o Review ILOs at least twice in 3 years (can stagger reviews).
  o Include results of program assessment that directly link with the ILOs.
  o Results should be reported for ILOs by campus and by delivery mode (FTF, Hybrid, and Online).
  o Results should be reviewed and discussed by all faculty who teach in the program to determine use of results (changes to be made). Chair or Assistant Chair could compile results and lead review and analysis.
  o Include use of results for all ILOs regardless of level of achievement.
  o Results for each ILO (including use of results) should be submitted to Institutional Effectiveness between May 31 and August 31 each year. Use template (http://www.daytonastate.edu/ie/assessmodel.html)

• Programs – Program Learning Outcomes
  o The Institutional Outcomes represent a set of skills and level of knowledge that students can demonstrate after completing their education requirements: 1) Critical/Creative Thinking, 2) Communication, 3) Cultural Literacy and 4) Information/Technical Literacy.
  o Review ILOs at least twice in 3 years (can stagger reviews).
  o Include results of program assessment that directly link with the ILOs.
  o Results should be reported for ILOs by campus and by delivery mode (FTF, Hybrid, and Online).
  o Results should be reviewed and discussed by all faculty who teach in the program to determine use of results (changes to be made). Chair or Assistant Chair could compile results and lead review and analysis.
  o Include use of results for all ILOs regardless of level of achievement.
  o Results for each ILO (including use of results) should be submitted to Institutional Effectiveness between May 31 and August 31 each year. Use template (http://www.daytonastate.edu/ie/assessmodel.html)

• Courses – Student Learning Outcomes
  o Review all Student Learning Outcomes at least twice in 3 years (can stagger reviews).
  o When reporting results, all students registered in the class must be taken into consideration. All students including F, FN, I and W must be included in the total or otherwise taken into account.
  o Do not use class average or assignment average to report results. Results must reflect whether the students achieved the targeted level of achievement.
- Each SLO should have at least one assessment measure. Results should be reported for each assessment measure.
- Results should be reported for each SLO by campus and by delivery mode (FTF, Hybrid, and Online).
- Lead instructor should compile results each semester and at least annually review with all faculty who teach the course to determine use of results (changes to be made).
- Use of results should be identified for all SLOs whether the target was achieved or not.
- Results for each course (including use of results) should be submitted to Institutional Effectiveness between May 31 and August 31 each year. Use template (http://www.daytonastate.edu/ie/assessmodel.html)