**University of Wisconsin-La Crosse**

**College of Business Administration**

**Assurance of Learning Task Force**

**Report on Assessment of Competency in the Major**

**Results and Changes**

**Due: October 15, XXXX [odd year]**

**Department:** **Date:**

**Name:** **Email:**

Please email the completed report to Peter Haried at [pharied@uwlax.edu](mailto:pharied@uwlax.edu). Inquiries can be forwarded to Laurie Miller, CBA Assessment Coordinator, at <lmiller2@uwlax.edu>.

**Part I: Collection of Learning Evidence**

1. List the learning objectives for the major that were assessed.
2. Describe the process your department used to assess competency in the major, including but not limited to: 1) where the assessment took place; 2) the type of assessment instrument; and 3) the evaluation approach. Place all instruments and rubrics in an appendix. **Identify all changes in the process that were based on the previous assessment approach.**
3. Present the results of your assessment process in table or chart form.
4. Identify how the results were disseminated to all department members.

**Part II. Reflection and Closing the Loop**

1. Describe key findings from the assessment process concerning student learning in the major, including but not limited to whether students met predetermined level of competency for learning objectives. **Identify findings that changed as a result of previous curricular improvements.**
2. Was your assessment *process* valuable for identifying curricular improvements? Describe any part of the assessment *process or plan* that will be targeted for improvement in the next round of assessment.
3. Were your assessment *results* informative for curricular improvements? Describe any *curricular improvements* (lessons, courses, major) that will be targeted for improvement in the next round of assessment.

**Appendices:**

1. Task (assignment or exam questions)
2. Rubric

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**Mid-Cycle Progress Report**

**Due: October 15, XXXX [even year]**

**Department:** **Date:**

**Name:** **Email:**

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1. Identify any part of the assessment *process or plan* that has been or is being improved since the previous year’s assessment.
2. Identify any *curricular improvements* (lessons, courses, major) that have been or are being improved since the previous year’s assessment.

1. Describe the process your department faculty has used to develop and implement these changes.