**Annual Reporting Cycle**

* A program will be on the annual cycle unless it requests and is approved for the two-year option.
* New programs will begin on the annual reporting cycle during the first year they have graduates.
* A minimum of two outcomes will be assessed each year. All learning outcomes must be assessed at least once during the period between program reviews (five-six years) to provide data for program reviews and comply with external standards.

**Documents submitted in an annual reporting cycle**

* Completed assessment report – review of assessment plan is recommended by not required (September 30th)

**Two-Year Reporting Cycle (every other year)**

* Programs must initiate the two-year reporting cycle using their annual report. Requests must be received by Sept. 30, at the time of the submission of their annual assessment report.
* Programs that request to be on the two-year cycle and have not had any requests for re-submissions of their annual assessment reports over the last two years will be allowed to report biennially.
* Programs that request to be on the two-year cycle and have received a request for re-submission over the last two years may be placed on the two-year cycle at the committee’s discretion.
* A minimum of two outcomes will be assessed in the report, but all learning outcomes must be assessed over one program review cycle to provide data for program reviews and comply with external standards (i.e., every five-six years -- more than two outcomes may need to be assessed in a biennial report).

**Documents submitted in a two year reporting cycle:**

* + Year 0 (year submitting request) – Assessment plan for the following five-six year cycle, with outcomes, measures, targets, and timelines for assessment
  + Year 2 – Complete assessment report (September 30th)

**Reasons for Discontinuation of an Approved Two-Year Reporting Cycle**

* A program can remove itself from the two-year reporting cycle at any time.
* If a report on a two-year report cycle is not accepted by the UAC, the program may be asked to return to the annual cycle at the committee’s discretion.

**Timeline for Implementation**

The two-year option became available in Fall of the 2014-15 academic year. The option will be implemented contingent upon Marymount’s full compliance with SACS standard 3.3.1.1 (educational programs including learning outcomes).

Request for Biennial Assessment Reporting

University Assessment Committee

Starting in 2014-15, academic programs may request to report assessment results on a biennial basis.

* Biennial reporting is completely optional and only instituted at the program’s request.
* Only degree programs with “Report Accepted as Submitted” reviews from the University Assessment Committee for its last two student learning outcomes reports are eligible.
* Certificate programs are eligible after the two-year “Report Accepted as Submitted” is complete.
* The University Assessment Committee may return a program to annual reporting at the start of any reporting period (Fall of the Reporting Year) if an unsatisfactory report is submitted.
* Programs are required to assess all learning outcomes with in a five-six year cycle with their program review.
* Program review years are considered as an off-year in determining the final cycle and should serve as the anchor of the timeline.

**Program Name:**

**Proposed Assessment Schedule**

1. List all program learning outcomes, the ways in which the program intends to assess those outcomes, and the performance benchmarks.
2. Indicate the year of program review with “PR” in the appropriate year for each outcome. If you are uncertain which year is the program review year, please contact Planning and Institutional Effectiveness.
3. Indicate with an “X” the years during which the program proposes to assess each outcome. *Note: Programs may need to assess more than two outcomes in a given year when using the two-year reporting system.*

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| **Outcomes** | **Method of Assessment** | **Performance Benchmark** | **Timeline for Assessment** | | | | | |
| **Year 1**  **(17-18)** | **Year 2**  **(18-19)** | **Year 3**  **(19-20)** | **Year 4**  **(20-21)** | **Year 5**  **(21-22)** | **Year 6**  **(22-23)** |
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