**Swarthmore College Departmental Assessment: Chair’s End-of-year Report**

*Following the department’s end-of-year meeting the Chair will prepare a written report in the form of answers to the following seven questions. The recommended limit to the body of the report is 3 single-spaced pages, with supplemental materials included as appendices. The report will serve as a record of the departmental assessment activities, discussion, and any actions the department will take, and may be read by members of the Provost’s Office, the President, the Academic Assessment Committee, internal or external review teams, and visiting accreditation review teams.*

*The Chair's end-of-year assessment report should be submitted to the Provost’s Office no later than June 15, which ensures that feedback can be provided to the department by the start of the Fall semester.  You may wish to review the guidelines for end-of-year meetings, which can be found here:* [*http://www.swarthmore.edu/assessment/department-assessment*](http://www.swarthmore.edu/assessment/department-assessment)

Your report **must** include:

* a response to each of the seven questions below;
* an appendix with the current version of your department’s goals and objectives; and
* any materials (for example, rubrics or instruments) used in collecting or analyzing evidence of student learning. These materials will be collected and shared internally for reference as examples for all departments and programs. If you do not want your materials to be shared, please indicate in the report.
1. What goals or objectives have you assessed this year?
2. How did you do it? Be sure to describe at least one example of direct assessment.
3. What did you find? (Please do not include materials or records that would reveal the identity of individual students.)
4. What changes will you make as a result of this work?

1. What plans have you made for assessment during the coming academic year? What goal(s) will you focus on and what are your tentative plans for collecting and evaluating student work to reflect on those goals?
2. What topics and courses did you cover in your course evaluations, and what were the nature and implications of your findings?
3. What other issues did the department discuss?