University Of Puerto Rico

 Mayagüez Campus

**Continuous Improvement and Assessment Office** 

Mayagüez PR 00681-9000

Tel. 787-265-3877

**Student Learning Assessment (SLA) Report Guidelines**

1. **Due Date**: February 28, 2017
2. **Time Period**: August 2016 – May 2017
3. **Language**: English – to facilitate the compilation of reports for our multiple external accrediting agencies, including MSCHE and others (AACSB, ABET, NCATE/CAEP, ACEN). Assessment tools administered in Spanish **do no**t need to be translated.
4. **Length**: 1 -2 pages per assesment project.
5. **Format**: All reports may be in the **Students Learning Assessment Report for 2016-2017** tableform provided.
6. **Content** : The report should have two sections
	1. Section I: list the department’s mission and student learning outcomes
	2. Section II: Report the **assessment results** for each assessment project conducted during the timeframe providing the information described in specified in the **Students Learning Assessment Report for 2016-2017** form. Please be specific about participants and timing of the activities in the assessment cycle. If more than one project has been completed, please use separate tables for each one. The information requested correspond to the criteria established in the **Feedback Rubric for Academic Assessment Plans and Reports** that will be used to evaluate the **Students Learning Assessment Report.** The rubric is attached for your convenience.Examples of assessment results are available on the “Assessment Results” link at <http://www.uprm.edu/omca>.
7. **Submit both print and electronic versions to corresponding Assessment Coordinators**:
	1. Academic Affairs : Dr. Betsy Morales betsy.morales@upr.edu
	2. Agricultural Sciences : Dr. Edly Santiago edly.santiago@upr.edu
	3. Arts and Sciences : Dr. Fernando Gilbes Fernando.gilbes@upr.edu
	4. Business Administration: Dr. Roberto Seijo Roberto.seijo@upr.edu
	5. Engineering: Dr. David Suleiman David.suleiman@upr.edu
	6. OMCA: Prof, Nancy Méndez nancy.mendez1@upr.edu

**Any questions can be addressed to**: Academic Assessment Coordinators or Prof. Nancy Méndez, Auxiliary Researcher, x2998/2999, nancy.mendez1@upr.edu