

**Instructions for Completing
2016 Academic Institutional Improvement Reports (AIIR-CP)
DUE March 20, 2017**

Complete the AIIR-CP first! Information from Tables 1 and 4 of the AIIR-CP will then be used to update the Trend Analysis AIIR-CP document.

NOTE: If no certificate program students were assessed during the 2016 assessment cycle (Spring 2016, Summer 2016, & Fall 2016), an AIIR-CP and corresponding Trend Analysis must still be submitted for documentation purposes. Follow the instructions provided in the “Note” section of the heading.

I. AIIR-CP Table 1 – SLO, Assessment Measures, 2016 Summary Data, and Target Indicators Table

A. AIIR-CP Table 1/Column 1 – Student Learning Outcome (SLO)

List SLO – Copy and paste the certificate program SLO from **Section II** of your most recently approved Academic Institutional Improvement Assessment Plan - Certificate Programs (**AIIAP-CP**) in column 1.

B. AIIR-CP Table 1/Column 2 – Assessment Measures (AMs)

Provide **only the names of the Assessment Measures (AMs)** from **Section IV** of the most recently approved Assessment Plan for Certificate Programs (**AIIAP-CP**).

- **Note:** *Since the details of the assessment methods associated with your program assessment measures are already found in your Academic Institutional Improvement Assessment Plans (AIIAP-CP), they do not need to be described/included again in your annual report.*

C. AIIR-CP Table 1/Column 3 – 2016 Summary Data

This column represents the **percentage of students assessed** that achieved the Criterion for Success during for 2016 (Spring 2016, Summer 2016, and Fall 2016). In addition, you are also required to provide the **N= value** which represents the total number of students assessed for each assessment measure.

- **Note:** *This is the only common data percentage across all program certificates; by which we are able to analyze student performance at the institutional level.*

D. AIIR-CP Table 1/Columns 4-6 – Target Indicators

There are three Target Indicators that are required: Criterion for Success, Realistic Program Goal, and Stretch Program Goal. **Copy the Target Indicator values** from **Section IV** of the most recently approved Assessment Plan for Certificate Programs (**AIIAP-CP**)

II. AIIR-CP Table 2 – Disaggregated Assessment Category Data

Allows program faculty to slice and dice the elements/categories assessed within an assessment measure to reveal more meaningful data that can be used to determine area(s) for improvement.

- Table 2 can be modified, as appropriate, to reflect the needs of the program faculty (i.e. online vs. F2F delivery modes, multiple campus results, etc.).
- All program faculty members responsible for Academic Institutional Improvement (All) are strongly encouraged to be able to disaggregate overall scores by component/major parts of an assessment measure.

III. AIIR-CP Table 3 – Analysis & Interpretation of Results

Present a thoughtful reflection, analysis, and interpretation of student performance data.

- Reviewing the most recent Trend Analysis will also provide program faculty a quick means of looking at performance over time that should also be taken into consideration in AIIR-CP Table 3.
- A collaborative analysis and interpretation of AIIR-CP student performance data should be conducted by all program faculty members who teach within the specific certificate program.

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- Rich discussion and reflection on the data and actions to improve student learning are critical to the success of improving both program quality and student learning.

IV. AIIR-CP Table 4 – Next Steps – Actions for Improvement

Program faculty should detail one targeted action that will be implemented to improve student learning for the SLO assessed during the 2016 reporting period.

- Include the appropriate *Action for Improvement Code* (AFI Code) that categorizes the action to be taken. (Codes can be found on last page of the AIIR-CP.)