

Dear MA in Accounting Department,

After focusing on clarifying and strengthening your Student Assessment Plan ([SAP](#)), we asked you to provide us with your Annual Assessment Report (which can be found [here](#) – note that you may have to log in to see the files) that shares the evidence that you collected while following your SAP and discusses your plans to make evidence-based change in the future. We recognize that Spring 2020 was a challenging semester, and appreciate the work that you continued to do in the face of those challenges to help students learn!

As you can see from the rubric, the Assessment Committee found that your presentation of evidence is clear.

In terms of your use of evidence, we recognize that inclusion in the standard Departmental Assessment Reporting process is relatively new for your MA program, and we applaud your work to develop a SAP and collect data. However, we found that the link between your evidence and your action plan is not clear to an outside audience.

With regard to evidence of collaboration and communication, the assessment committee (belatedly) realized the importance of inclusion of meeting details in the reports, including the names of attendees and the time and date of your meeting. When we provided our template for these reports, we didn't realize how important that would be. Please include these details in your upcoming report.

For your 20-21 annual assessment report, please refer to your [SAP](#). Your assessment cycle will give you your focus for your 2021 meeting, and your direct and indirect assessment instruments should be included as attachments to the plan. If you need to make updates to the assessment instruments (surveys, rubrics, etc) or modify your assessment cycle, please notify us and provide us with an updated SAP before scheduling your annual assessment meeting. If you would like to review your previous report, either as a reference to complete this year's reporting or to remember what this letter is referencing, you can find those [here](#). Your Annual Assessment Report is due to the Office of Assessment by **May 31, 2021**.

With best wishes for a productive assessment cycle!

Sasha and Megan

