

## Guidance: Reporting Cycle

Do you feel like you are assessing everything all the time? Is your program finding itself in a situation where you are unable to take meaningful action each year? Perhaps you notice that the actions for each outcome assessed tend to be copied and repeated year after year. You may consider the assessment process as meaningless, frustrating, and too burdensome.

### Did you know...

- you do not have to assess everything all the time? Just a few things really well.
- the more outcomes you have the more you have to assess? Three to five outcomes are recommended [a minimum of 3 is required] unless you have a specialized accreditor that requires more.
- OIE offers workshops, consultations and even a certificate of achievement to ensure the assessment process is meaningful, manageable, and sustainable.
- OIE has offered a 'flexible' reporting for programs/certificates since 2019? Only 28% of programs/certificates chose this type of reporting for the 2021-2024 Assessment Plan period.

**Annual Reporting Cycle:** all outcomes are assessed yearly and reported on each year. This includes collecting data, analyzing data, determining actions, and submitting the report into Planning and Self-Study every year for each outcome.

**Flexible Reporting Cycle:** all outcomes are assessed yearly and *reported* on at least once within a three-year period. This includes collecting data yearly, but analyzing data, determining actions, and submitting the report into Planning and Self-Study at least once within a three-year period. You must report on at least one outcome per year.

If you have chosen an annual reporting cycle and can't seem to produce consistently meaningful actions on a yearly basis, you might want to consider moving to the flexible reporting cycle. This allows the program/certificate to create a meaningful analysis and actions to improve based on multiple year's trend data. Additionally, this allows programs with low enrollment to base decisions on a larger sample size by aggregating the data over time.

If you are interested in amending your assessment reporting cycle, please contact Tara Rose ([trose@lsu.edu](mailto:trose@lsu.edu)) with questions.