



APPENDIX M – FINAL REPORT FORMAT

TO: Course Redesign Projects
FROM: Program Leaders
SUBJECT: Final Report Format

I am writing to describe the format we would like you to follow in producing your final reports on your course redesign projects that are due on [DATE].

Final reports for NCAT's Program in Course Redesign and the Roadmap to Redesign projects are available on the NCAT website. Please refer to them for examples of how to use the format. We especially recommend Fairfield University and the University of Massachusetts Amherst. Begin at http://www.theNCAT.org/PCR/R2/FU/FU_Overview.htm or http://www.theNCAT.org/PCR/R2/UMA/UMA_Overview.htm and follow the links under the Final Report for each project.

Report Format

A. Impact on Student Learning

1. Improved Learning

This section should summarize your data on whether students learned more, less, or the same under redesigned conditions compared with the traditional offering of the course and should summarize your most recent results. Even though you may be investigating many other aspects of implementation and effectiveness as well, this section should summarize data on learning outcomes only.

You should include the completed **Full Implementation Assessment Results form** as an appendix. The form can be found in Appendix A of [How to Redesign a College Course Using NCAT's Methodology](#). Be sure to review what you said you would do in your assessment plan as reported on the original forms you submitted. Remember that the first question on each reporting form is, Did you carry out the assessment(s) as planned and reported on the Full Implementation Plan? If the assessment(s) you actually performed differs from what you previously reported, please complete a revised version of the Full Implementation Plan form and submit it with this report.

2. Improved Completion

This section should summarize any impact on course completion rates (final grades of C or better.) Include the completed **Full Implementation Completion form** as an appendix. The form can be found in Appendix B of [How to Redesign a College Course Using NCAT's Methodology](#).

3. Other Impacts on Students

This section should summarize any other impacts on students that you wish to include such as improved attitudes toward course content.

B. Impact on Cost Savings

Please review the Cost Planning Tool (CPT) that you submitted with your redesign plan as amended through interactions with project leaders (this is your final cost savings plan) as well as the last paragraph in your project abstract on the course redesign website that summarizes your cost savings plan. Have you implemented your cost savings plan? If not, why not? Using the last paragraph in your project abstract as a basis, please describe whether you carried out your cost savings status and discuss any relevant issues that affected its status.

C. Lessons Learned

1. Pedagogical Improvement Techniques

This section should list in bulleted form (technique + one-paragraph description) those techniques you utilized that contributed to improving the quality of student learning.

2. Cost Reduction Techniques

This section should list in bulleted form (technique + one-paragraph description) those techniques you utilized that contributed to cost savings.

3. Implementation Issues

This section should list in bulleted form (technique + one-paragraph description) those implementation issues that you consider to have been most important. You may want to distinguish between which features, activities, or strategies in your course redesign worked best and which worked least well.

D. Sustainability

Please include a brief statement regarding your view of the sustainability of your course redesign on campus.

Process

1. Use a straightforward Word format with no embellishments (colors, boxes, etc.). No Adobe files, please.
2. Program leaders are available to answer questions about format and content.
3. Please send your completed report electronically to [WHO] by [DATE].