READ ME FIRST (2019- 2020)
PAR Document Delivery via Google Shared Drive

The Program Assessment Report (PAR) process is facilitated through Google Shared Drives. These Google Shared Drives are used to submit your reports. You also can use the drive to collaborate with colleagues when working on the PAR.

Keep track of these folders easily:

1. Look in Google Drive under “Shared Drives” for a folder labeled with your department name and a sub-folder for each program. Within the program folder, look for the sub-folder containing the reporting year (e.g., “2019-20 Reporting Cycle”).
2. Three templates are provided – Template I, Template II, and Curriculum Map Template – in addition to other helpful resources.
3. Reports, consisting of the three templates, are due May 1.
4. You should have access that enables you to edit and work with the templates. If you have difficulty with this, please contact programassessment@boisestate.edu for assistance. If others need access to the folder, please let us know.

Additional helpful information

1. Check out the assessment website
   a. The programs reporting this year:
   b. Current PLOs on file for each program
   c. Resources and help information
2. Look back on previous PARs submitted by the program. These are in a sub-folder based on the year.

Submitting PARs

When ready for submission, please rename the three documents as follows:

- <ProgramName> Template I FINAL (e.g., “BA Philosophy Template I FINAL”)
- <ProgramName> Template II FINAL
- <ProgramName> Curriculum Map FINAL

Reports are due May 1