

Assessment Process Rating Guide

Program: _____

Reviewed by (Name/Program): _____

Instructions: Rate the program assessment report on the following scale:

1 = Developing (undeveloped or missing)

2 = Met (complete, acceptable)

3 = Exceed (exemplary- please reserve for work of exceptionally high quality.)

Student Learning Outcomes

- _____ Describe what students should be able to demonstrate, represent or produce.
- _____ Stated in clear, specific terms, using precise active verbs.
- _____ Focus on result, not process.
- _____ Can be reasonably observed and measured.
- _____ Aggressive but attainable.
- _____ Are available to students on department website.

Methods, Measures and Instruments

- _____ Assessment activities are listed and described for each measured outcome.
- _____ Measures align with learning outcome.
- _____ Most measures are direct measures.
- _____ Instruments measure the **depth** of student learning.

Curriculum Map

- _____ Report includes a matrix aligning learning outcomes with the courses, requirements and experiences that address them.
- _____ Different indicators show where topics are introduced, reinforced, and assessed.

(over)

Evidence Collection and Reporting

- _____ Clearly describes process for collecting data and information.
- _____ Breaks evidence down in enough detail to reveal specific patterns and discrepancies.
- _____ Program faculty share responsibility for evidence collection.

Reflection

- _____ Reflection emerges from an inclusive, collaborative process.
- _____ Thorough, in-depth, specific, and realistic.
- _____ Identifies program strengths and challenges as revealed by evidence.

Action in Response to Findings

- _____ Action steps emerge directly from evidence and reflection.
- _____ Includes a timeline for implementation and identifies responsible persons.
- _____ Addresses any identified shortcomings of the assessment process itself.
- _____ Includes follow-up information on previous year's action steps.

Assessment Plan

- _____ Has been updated within the past 5 years.
- _____ Includes student learning outcomes, describes specifically when and how student learning outcomes will be assessed, outlines how evidence will be used.
- _____ Most recent plan is posted to assessment website.

Reviewers' Comments: