

University Program Assessment Committee - Review Form for Assessment Plans

This form will be used by the UPAC to acknowledge strengths of a program assessment report and identify areas within the assessment process that can be improved. It is hoped that having this form will facilitate clear and timely feedback to departments on the summary of assessment information at the end of a assessment cycle. Separate sections of this form are related to both standing and ongoing requirements.

General Expectations for Program Assessment Activities

Based on review of the previously used college level assessment review forms and consideration of good assessment practice. These expectations should serve as a guide to the thoughtful review of a program's assessment process.

Basic Required Expectations:

The Program's Assessment work at a foundational level is marked by:

1. Clearly Worded Statements of Student Learning Outcomes Appropriate to the Level of the Program.
2. Identification of How the Student Learning Outcomes are Aligned to the Program's Curriculum through the Use of Curriculum Maps/Matrices
3. Clearly Identified Assessment Measures Aligned to Student Learning Outcomes which must include Direct Measures and Guided by Performance Targets/Benchmarks
4. A Well-Articulated and Utilized Process for Analysis and Review of Assessment Results by Faculty
5. Clearly Indicated Improvements to or Maintenance of the Curriculum that are Directly Tied to Assessment Results

Distinguishing Hallmarks of Advanced Assessment:

The Program's Assessment work exceeds the foundation level by demonstrating:

6. Significant Resources (e.g. Faculty involvement, Class Time, Department Meetings) are Clearly Devoted to Assessment Process.
7. Substantial Roles for and Participation of All Program Faculty in the Assessment Process.
8. An Evaluation of the Assessment Process itself is Conducted to Identify and Correct any Obstacles to Assessment.

9. Clear Connections between each cycle of assessment with evidence that past assessment efforts guide future efforts.

10. Communication of learning outcomes, assessment process, and improvement actions to students.

Review of Standing Requirements (Program Learning Outcomes, Curriculum Map)

Section for reviewing the program learning outcomes and curriculum map.

*** Program Student Learning Outcomes**

	1 - Yes	2 - No	3 - Partially	4 - Unclear	N/A
Program Learning Outcomes are Clearly Worded					
Program Learning Outcomes are Aligned to Curriculum					

*** Comments on Program Learning Outcomes and/or Curriculum Map**

Please Provide the Program with any feedback about their learning outcomes and/or curriculum map. Comments that indicate strengths as well as needs for improvement are valuable to each program.

Review of Assessment Plan Section

Review of the Assessment Plan section including the programs description of its measures, timelines, involvement of faculty, and benchmarks.

*** Assessment Plan Review**

	1 - Yes	2 - No	3 - Partially	4 - Unclear	N/A
Assessment Measures in Plan are Aligned to Student Outcomes					
Assessment Plan includes Clearly Described Measures					
Assessment Plan indicates Use of Direct Measures of Student Learning					
Assessment Plan is Guided by Clear Benchmarks or Performance Targets.					

Comments on Assessment Plan Elements

Share any comments on the elements of the assessment plan as reviewed. Consider any specific comments that identify strengths of the plan, areas for improvement, or elements that are unclear.

Review of Assessment Results Section

Review of the assessment findings for each measure, the analysis for them, and the overall comments provided by the program on their efforts.

*** Assessment Results Section Review**

	1 - Yes	2 - No	3 - Partially	4 - Unclear	N/A
Assessment Results are Clearly Presented and Explained					
There is Evidence of Thorough Analysis of the Results					
Level of Achievement of the Benchmarks/Targets is Indicated by the Program					
Thorough Summary Reflections and/or Recommendations are Provided					

Comments on Assessment Results

Provide feedback on the set of assessment findings described by the program. Programs benefit from comments that emphasize any parts of the report that are well done, those that need improvement, or are unclear.

Action Plan Based on Results Section Review

Review the Actions Plan Based on Results section for the programs description of the improvement actions they intended to take based on the results.

*** Assessment Plan Section Review**

	1 - Yes	2 - No	3 - Partially	4 - Unclear	N/A
Improvement Actions Linked to Specific Results are Clearly Explained.					
An Implementation Schedule for the Improvement(s) is(are) Presented					
Faculty Responsible for the Enacting Improvement Actions are Identified.					
Plans for Monitoring the Impacts of Improvement Actions are Described.					

Comments on Action Plan

*** Types of Improvement Actions Identified in the Plan**

Please indicate what kinds of improvement actions that are identified by the program in their Action Plan section. You can indicate as many as needed.

- ☐ Revise Program Learning Outcomes
- ☐ Change Student Experiences/Activities in Specific Courses
- ☐ Change Student Experiences/Activities in Courses (non-specific)

- ☐ Change Assessment Methods, Timing, Targeted Population, Other
- ☐ Make Major Changes to Textbooks/Learning Resources Used Throughout the Program
- ☐ Modify, Add, or Delete Course(s) in the Curriculum
- ☐ Make Non-Curricular changes (e.g. lab facilities, dept policies/procedures, advising or student resources)
- ☐ Modify Sequence of Courses in a Program
- ☐ Add, Modify, Delete Services/Supports for Students
- ☐ Refine, Change, Enforce Prerequisites for Courses/Major/Program
- ☐ Changes Relating to Program Faculty (#s, Areas of Expertise, Assignments, etc)
- ☐ Change in Course Delivery/Pedagogy (e.g. online, blended, flipped, lab courses, service learning course/projects)
- ☐ Other:

Action Status Report Review

Review of the status update section for actions indicated in the Action Plan.

* Status Update Section Review

	1 - Yes	2 - No	3 - Partially	4 - Unclear	N/A
Status updates for the improvement actions are provided.					
Summary comments explaining the progress made on improvements are provided.					

* Comments on Status Update Section

Provide feedback on the Status Update section. Comments that help to clarify the ratings for the section are welcome.

* Overall Summary Rating for the Program Assessment Information

Based on the totality of the information that has been reviewed. Indicate one of the four levels and provide additional comments.

- ☐ Program Assessment Report is a Model for Others
- ☐ Program Assessment Report indicates a Well-Developed Process
- ☐ Program Assessment Report indicates a Process in Development
- ☐ Program Assessment Report indicates a Process Needing Improvement
- ☐ Other

If you select "Other" above, please complete the following:

* Final Summary Comments

Summary comments provided as support for overall rating.