

## Unit Assessment Report Review Criteria

Check the appropriate criterion level and provide comments in the provided space. Comments should briefly explain why the rating was selected and should include words of appreciation for strengths and offer suggestions for improvement (if applicable).

Section & Criterion	Highly Developed	Satisfactory	Needs Revision
<i>Assessment Results &amp; Findings</i>	<p>Includes:</p> <ul style="list-style-type: none"> <li>-Sample includes all students or a meaningful sample.</li> <li>-Results for all measures are reported</li> <li>-Any additional documents support analysis &amp; findings and aid in explaining the assessment process.</li> </ul>	<p>Includes:</p> <ul style="list-style-type: none"> <li>- Sample includes all students or a meaningful sample.</li> <li>-Results for all measures are reported or an explanation of why the data isn't available is provided and justifiable.</li> <li>-Uploaded documents support analysis &amp; findings.</li> </ul>	<p>Does not include one or more of:</p> <ul style="list-style-type: none"> <li>-Sample does not include all students or is not a meaningful sample.</li> <li>-Results are not clear or some are not reported or explained.</li> <li>-Uploaded documents do not support analysis or findings, or additional uploaded documentation is needed.</li> </ul>
<i>Use of Results</i>	<ul style="list-style-type: none"> <li>-Results are planned to be used in <u>at least</u> two ways to improve student learning/unit effectiveness.</li> <li>-Use of results are clearly explained.</li> <li>-<u>Not applicable this year</u>: Last year's planned use of results were implemented effectively and evidence of the impact of these changes are described.</li> </ul>	<ul style="list-style-type: none"> <li>-Results are planned to be used at least one way to improve student learning/unit effectiveness.</li> <li>-Use of results are clearly explained.</li> <li>-<u>Not applicable this year</u>: Last year's planned use of results were implemented and the impact of changes are listed.</li> </ul>	<ul style="list-style-type: none"> <li>-Results are not planned to be used to improve student learning/unit effectiveness.</li> <li>-Use of results explanation may be unclear or missing.</li> <li>-<u>Not applicable this year</u>: Last year's planned use of results have not been implemented or it is unclear how the results impacted students learning or the effectiveness of the unit.</li> </ul>

<p><i>Action Plan Implementation</i></p>	<p>-Action plan is clearly derived from previous assessment results.</p> <p>-The implementation dates are clear.</p> <p>-Timeline or date(s) of implementation are included and occur during the upcoming fiscal year.</p> <p>-It is clear who is implementing action plan steps.</p>	<p>-Action plan is clearly derived from previous assessment results.</p> <p>-The implementation dates are included but may not be specific.</p> <p>-Timeline or date(s) of implementation are included and occur during the upcoming fiscal year.</p> <p>-It may be unclear who is responsible for implementing the action plan steps.</p>	<p>-Action plan is not clearly tied to previous assessment results.</p> <p>-Implementation dates are not included</p> <p>-Timeline is not included or does not occur during the upcoming fiscal year.</p> <p>-It is unclear who is responsible for implementing the action plan steps.</p>
<p><i>Outcomes changing for next year</i> (please circle yes or no)</p>	<p>Yes, the institutional research and assessment office will send the unit leader a template to submit the new assessment plan. Plans are due Sept. 1<sup>st</sup>.</p> <p>No, the unit will assess the same outcomes next year.</p>		

**Report strengths:**

**Suggestions for improvement:**

**Assessment Committee comments:**