

PEER REVIEW FEEDBACK FORM FOR ANNUAL REPORTS

CORE Course:	Assessment Day for CORE (7 & 8): January 20, 2015	Report Year: Annual Report Data based on the 2013-2014 Academic Year
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	Beginning (BG)		Meets Expectations (ME)		Best Practice (BP)		Not Able to Rate (NR)*		Overall Rating
1. Assessment Results	Data are aggregated for at least one of the student learning outcomes annually.	☐	a. A summary table is provided with data associated with at least one student learning outcome.	☐	Aggregated data are analyzed in a systematic manner to improve student learning and, as is possible, to evaluate prior actions.	☐	Not Able to Rate	☐	
		☐	b. A schedule is established to measure/collect data on all student learning outcomes within a six-year timeframe.	☐					
		☐	c. Collected and aggregated data are linked to specific student learning outcomes. (In other words, data align with Assessment Plan.)	☐					
2. Analysis by Faculty	Assessment coordinator/leader and department chair received Annual Report with assessment results.	☐	a. Designated relevant University Core course faculty received annual assessment results.	☐	Faculty synthesized results from multiple measures to form specific conclusions about student learning and/or assessment of student learning outcomes.	☐	Not Able to Rate	☐	
		☐	b. Designated relevant University Core course faculty met to discuss assessment results in depth.	☐					
		☐	c. Specific conclusions about student learning made based on assessment results.	☐					
3. Actions to Improve Student Learning and Assessment	At least one issue involving assessment of student learning outcomes identified but no action was yet taken.	☐	a. At least one action is identified to improve student learning and/or improve student learning outcome assessment.	☐	Description of specific actions and assessment methods for improvement to student learning and/or improve student learning outcome assessment are based on analysis of actions for improvement defined in previous years.	☐	Not Able to Rate	☐	
		☐	b. Description of specific action(s) to improve student learning and/or improve student learning outcome assessment relates directly to faculty conclusions about areas for improvement.	☐					
		☐	c. Description of specific action(s) to improve student learning and/or improve student learning outcome assessment includes a timetable for implementation and identifies who is responsible for the action.	☐					

Comment(s): _____

Not Able to Rate (NR): The "Not Able to Rate" value may be assigned only if one of the following cases: (1) Insufficient data in prior academic year(s) (less than five students enrolled in the reporting year); (2) University Core course not offered in prior academic year(s); (3) Assessment Plan approved after the prior academic year(s); or (4) Information not submitted in Compliance Assist for the prior academic year(s).

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Items (rows of table):

- Items (aka rows) to be assessed are listed horizontally on the form.
- Raters evaluate three items (aka rows) including the following: "Assessment Results," "Analysis by Faculty," and "Actions to Improve Student Learning and Assessment."

Levels (columns of table):

- This descriptive rubric includes four **levels** (aka columns) of specific criteria to be used as ratings per item.
- The four levels (aka columns) include the following: "Beginning," "Meets Expectations," "Best Practices," and "Not Able to Rate."

Criteria (cells of table):

- Criteria** (descriptions per cell) are listed in each table cell, per item and per level.
- Criteria** describe what must be provided in the Annual Report, per item, for any given level.

How to get started with the rubric:

- Use the feedback form as a matrix, working from right to left, assessing one item at a time.
- Start with item #1 (Assessment Results).
- Check the descriptors to identify what has been satisfied, starting with criteria for the "Beginning" level.

Final decision for "Overall Rating" per item:

- Mark the last column on the right ("Overall Rating") to state the overall rating for the item making sure that all criteria in the prior level have been achieved.
- To achieve a rating, all criteria listed under each level must be satisfied. If some, but not all of criteria are satisfied, then the overall rating for that item should be the prior level.**

Comment(s) Section: The comment section should be used to denote any one or more of the following:

- (a) Why a rating of "Not Able to Rate" (NR) is given for an item (using numbers 1 – 4 as defined at bottom of page 1),
- (b) If criteria are not sufficient to justify a rating, and/or
- (c) If reviewers would like to make a suggestion for improvement that needs to be recorded.