PROGRAM:		Assessment Day for PROGRAMS: January 22, 2015	Report Year: Annual Report Data based on the 2013-2014 Academic Year

	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 program 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 program 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) Program 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).

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.