



University Assessment Committee Long-Form Assessment Report Rubric

Review Date:

Program:

Reviewed By:

This rubric is utilized by members of University Assessment Committee to provide feedback and suggestions for improvement on the Long-Form Assessment Report. If you have any questions about this report, please contact alana.malik@utoledo.edu.

Section I: Plan for Student Assessment

A. Student Learning Outcomes Assessed		Missing	Evolving	Established	Feedback/Comments
Identifies specific Program Student Learning Outcomes that were assessed this current cycle year and the SLOs from the previous two short-forms submitted.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.1. Method & Procedure		Missing	Evolving	Established	Feedback/Comments
I. Who was assessed	The student sample (i.e., number of students, class level, and data collection) were described.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
II. Direct measures of students learning used	Learning outcomes are assessed using <u>direct measures</u> of student learning (e.g., projects, papers, exams, a prescribed formalized test, or other program requirements, e.g., portfolio), although indirect measures also may be used to supplement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.2. (Curricular Data Only)-Method & Procedure Continued					
III. Embedded assessments	Most or all of the direct assessment data being collected are embedded as a requirement for a course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Yes		No	
IV. Capstone Experience or Comprehensive Assessment	Was the assessment collected within a capstone experience or a comprehensive assessment?	<input type="checkbox"/>		<input type="checkbox"/>	
C. Target Level Achievement		Missing	Evolving	Established	Feedback/Comments
Information clearly indicating the target level students will achieve each outcome is provided.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Assessment Instruments or Rubrics		Missing	Evolving	Established	Feedback/Comments

Assessment instruments and rubrics are clearly described or attached to the report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Section II. Results & Conclusions

B. AY Assessment Results	Missing	Evolving	Established	Feedback/Comments
Assessment results are reported in terms of the proportion of students that did not meet, met, or exceeded expected levels of achievement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Results Description	Missing	Evolving	Established	Feedback/Comments
Results (both quantitative and qualitative) are clearly described, with respect to the Student Learning Outcomes assessed and compare results to past trends, as appropriate. Includes tables, charts, or other visuals to highlight key findings, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Results/findings are described in a way that makes it clear how they provide the basis for program decision making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessment methods are evaluated and the strengths and weaknesses of the assessment methods used were discussed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section III. Closing the Loop

A. Connecting Results & Program Changes		Missing	Evolving	Established	Feedback/Comments
I. Actions Taken	Identified actions taken and/or next steps for changes to the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
II. Target Completion Dates	Identified target completion dates of action steps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
III. Person/Groups Responsible	Identified person or group(s) responsible for each action step.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
IV. Necessary Resources	Identified necessary resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Learning Outcomes Changes		Missing	Evolving	Established	Feedback/Comments
I. Actions Taken	Identified actions taken and/or next steps for changes to the learning outcome(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

II. Target Completion Dates	Identified target completion dates of action steps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Assessment Method Plan Changes		Missing	Evolving	Established	Feedback/Comments
I. Actions Taken	Identified actions taken and/or next steps for changes to the assessment methods/plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
II. Target Completion Dates	Identified target completion dates of action steps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Consideration of Prior Feedback		Missing	Evolving	Established	Feedback/Comments
Briefly explained how previous feedback from assessment report reviewers has been considered and acted upon, as appropriate.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Showcasing Student Learning		Missing	Evolving	Established	Feedback/Comments
Explained how assessment results have been/will be used to showcase or promote student learning success or program achievements in student learning, and have been communicated to specific target audiences.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Overall Feedback:

This assessment report should be praised for.....
Suggestions for improvement:

