**CHECKLIST FOR REVIEWING ASSESSMENT PLANS and REPORTS**

***Used by Department/Division Assessment Committee***

**Program/Discipline:**

**Date Reviewed:**

**By Whom:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section** | **Criteria for Evaluation** | **Yes** | **No** | **Notes** |
| **Header** | Is description listed and correct on the Plan? |  |  |  |
| **Program/Unit Mission Statement and Goals** | Are the mission and goals stated? |  |  |  |
| **Intended Student Learning Outcomes** | Are the outcomes clearly defined? |  |  |  |
| Are they measurable? |  |  |
| Is it clear to which students these outcomes apply? |  |  |
| **Lead Instructor** | Is it clear who will lead the assessment process for each outcome listed? |  |  |  |
| **Assessment Process** | Is the rationale for selecting this process clearly stated? |  |  |  |
| Is it clear what performance or task will be used to measure student learning? |  |  |
| Will the process lead to results that are measurable and evaluated uniformly against a designated standard? |  |  |
| Are the target dates listed and appropriate? |  |  |
| Is it clear who will analyze the measurable results? |  |  |
| **Criteria for Success** | Are the benchmarks realistic? |  |  |  |
|  | Does the percentage of students meeting the outcomes include only those students who have successfully completed the program or individual course used to assess a program/discipline? |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section** | **Criteria for Evaluation** | **Yes** | **No** | **Notes** |
| **Summary of Results and Analysis of Data**  **Collected** | Are the listed results quantifiable? |  |  |  |
| Are the results analyzed and interpreted in ways consistent with the overall plan? |  |  |
| Is it clear what was learned from the assessment process? |  |  |
| **Action Plan Based on Results of Analysis** | Will the action plan close the assessment loop? Is it clear what steps will be taken to improve student learning? |  |  |  |