Academic Assessment Rubric (Rev. Spring 2022)

|  |  |
| --- | --- |
| Degree Program: | Committee Reviewer: |

Assessment Coordinator: Please Respond to Committee Reviewer Comments. Please return this form with your comments to the committee team and copy the Office of Assessment.

| **Mission Statement** | **YES** | **NO** | **Reviewer Comments** | **Unit Comments** |
| --- | --- | --- | --- | --- |
| * Is identified for the degree program, clearly states the purpose, and indicates primary functions the program offers |  |  |  |  |
| * Is consistent with the program website and the web address is included on Weave. |  |  |  |  |
| * Supports University and College mission |  |  |  |  |
| **Goals** |  |  |  |  |
| * Each goal is directly linked to the program mission |  |  |  |  |
| * Goals are broad statements written clearly and concisely |  |  |  |  |
| * Appropriate number and scope of goals (generally about 3-5 goals) |  |  |  |  |
| * Acronyms or uncommon terms are fully articulated |  |  |  |  |
| **Outcomes** |  |  |  |  |
| * Appropriate number of learning outcomes for each goal are identified (generally about 3-5 outcomes) |  |  |  |  |
| * Outcome is measurable |  |  |  |  |
| * Acronyms or uncommon terms are fully articulated |  |  |  |  |
| * Outcomes are mapped to the curriculum, and the Curriculum map is provided under Project Attachments |  |  |  |  |
| * Have supported initiatives been included? |  |  |  |  |
| **Measure** |  |  |  |  |
| * Appropriate measures for each outcome with at least one direct measure. |  |  |  |  |
| * Includes a clear description of how and where data are collected |  |  |  |  |
| * If multiple-item surveys or multiple-item tests, or multiple-item collections (e.g., portfolios) are used, it is clear which specific items are used as measures of which outcomes |  |  |  |  |
| **Documents:**   * If applicable, rubrics and surveys are provided.   Rubrics are not duplicated |  |  |  |  |
| **Target** |  |  |  |  |
| * Performance criteria identified and targets set at a reasonable level for the learning outcome and for the level of student (i.e. upper or lower division or graduate) |  |  |  |  |
| **Findings** |  |  |  |  |
| * Indicates whether outcome has been Met, Partially Met, Not Met, or Not Reported This Cycle. |  |  |  |  |
| * Includes findings for every measurable outcome |  |  |  |  |
| * Indicates number of students who completed the assessment |  |  |  |  |
| * Semester data is reported separately and cumulatively, if appropriate |  |  |  |  |
| * Data tables are included to give a thorough picture of findings as necessary. For example, include number of students at different levels on rubric—met, exceeded, etc. |  |  |  |  |
| * Is there an action plan for every target “Not Met” or “Partially Met”? |  |  |  |  |
| **Analysis** |  |  |  |  |
| * Breakdown of findings provided as appropriate. Data are presented for each outcome in the form of quantitative and qualitative descriptors |  |  |  |  |
| **Action Plans (Use of Results)** |  |  |  |  |
| * New action plans are included for new findings that were Not Met or Partially Met. ACTION PLANS SHOULD BE INCLUDED FOR OBJECTIVES THAT HAVE BEEN CONSTANTLY MET (Three or more cycles). Action plans from previous years are updated as necessary. New action plans are not needed where current action plans can be updated. |  |  |  |  |
| * Action plan conclusions are reasonable and derived from the data/findings. |  |  |  |  |
| * Action plans indicate appropriate faculty involvement. |  |  |  |  |
| * Evidence to support that action plans from previous year have been acted upon as indicated |  |  |  |  |
| **Program Achievement** |  |  |  |  |
| * Program Improvement and Achievement Questions answered appropriately |  |  |  |  |
| **Project Attachments** |  |  |  |  |
| * Assessment Meeting Agenda/Minutes, Categories of Changes Spreadsheets are uploaded |  |  |  |  |
| **Post Review Documentation (Due April 15)** |  |  |  |  |
| * Review and Approval Signoff by department heads/deans/supervisors |  |  |  |  |
| * Committee Review with Responses uploaded under Project Attachments |  |  |  |  |

Other Comments: