

FORM FOR PEER EVALUATION OF ANNUAL REPORTS

1. College					
2. Department/Unit					
3. Program/Assessment Year					
4. Submission Date of Report					
5. Is the report submitted using the annual report template?					
<i>Comments</i>					
6. Did the introductory page include a statement of department/unit mission?					
<i>Comments</i>					
7. Was the report submitted in November of the year following the report period?					
8. Summary of Assessment Activity Findings	Yes	No	Partially	Unclear	Not applicable
<i>Identifies the outcomes that were assessed</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Data are collected for all student learning outcomes and/or the program describes a specific cycle of collecting data for each student learning outcome</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Provides enough information to understand the data collection process – e.g. methodology, administered to whom (including description of process for sample selection, as appropriate), by whom, when, how</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Describes assessment at the program level, rather than describing how work of individual student is assessed</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
9. This question and the one following record the types of assessment strategies discussed in the annual report of assessment activity.	<input type="checkbox"/>	Senior thesis			
	<input type="checkbox"/>	Major project			

<p>This information is collected for general reporting purposes; types of strategies used or not used do not affect evaluation of this section of the annual report or evaluation of the annual report as a whole.</p> <p>What kinds of direct assessment strategies were included in this report? Check all that apply.</p>	<input type="checkbox"/>	Major paper/research paper
	<input type="checkbox"/>	Oral presentation
	<input type="checkbox"/>	Lab performance
	<input type="checkbox"/>	Portfolio evaluations
	<input type="checkbox"/>	Comprehensive exams
	<input type="checkbox"/>	Licensure/certification exam
	<input type="checkbox"/>	Internship work samples
	<input type="checkbox"/>	Evaluation by outside professionals
	<input type="checkbox"/>	Embedded test questions
	<input type="checkbox"/>	Institutionally-developed pre-test
	<input type="checkbox"/>	Institutionally-developed post-test
	<input type="checkbox"/>	Commercial instrument or test
	<input type="checkbox"/>	Observations/ratings of student performance
<input type="checkbox"/>	Video or audio tapes student performance	
<i>Comments</i>		
<p>10. What kinds of indirect assessment strategies were used?</p>	<input type="checkbox"/>	Student program evaluation
	<input type="checkbox"/>	Student satisfaction survey
	<input type="checkbox"/>	Alumni survey
	<input type="checkbox"/>	Alumni interviews or focus groups
	<input type="checkbox"/>	Job placement rates
	<input type="checkbox"/>	Graduation rates

	<input type="checkbox"/>	Placement report/future plans survey			
	<input type="checkbox"/>	Focus group discussions			
	<input checked="" type="checkbox"/>	Student interviews/exit interviews			
	<input type="checkbox"/>	Employer surveys			
	<input type="checkbox"/>	Employer interviews or focus groups			
	<input type="checkbox"/>	Graduate/professional school acceptance of program graduates			
<i>Comments</i>					
11. With respect to Summary of Findings:	Yes	No	Partial ly	Unclea r	Not applicable
<i>Identifies measures for all learning outcomes assessed for the reporting year</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Provides sufficient and specific summaries of results for each assessment for each outcome measured during the reporting period</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Presents results in such a way that they can be understood by persons outside of the content area or persons reviewing the report a year or more after the report was written</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. With respect to Methods Used for Sharing Assessment Information:	Yes	No	Partial ly	Unclea r	Not applicable
<i>Provides succinct and specific descriptions of when, how and with whom assessment findings were shared (or will be shared)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Indicates that information was shared with all faculty</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Indicates that information was shared with relevant stakeholders beyond faculty</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
13. Evaluation for this section of the report:	A model for others; Well-developed; Developing; Needs improvement				
<i>Comments</i>					

14. With respect to Next Steps for action based on assessment:	Yes	No	Partial ly	Unclea r	Not applicabl e
<i>As needed, briefly but specifically describes changes to be undertaken within the curriculum and/or courses within the curriculum or other actions to be pursued in response to assessment findings</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>As needed, briefly but specifically describes weaknesses/limitations/shortcomings in the current assessment plan to be addressed.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>As needed, outlines needed review/revision related to current statement of student learning outcomes for the program</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If findings suggest no changes in the three areas outlines above, a brief statement is included indicating that no changes are anticipated and why.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Includes actions to be taken and timeline for taking action</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
15. Evaluation for this section of the report:	A model for others; Well-developed; Developing; Needs improvement				
<i>Comments</i>					
16. With respect to actions taken based on previous year's assessments:	Yes	No	Partial ly	Unclea r	Not applicabl e
<i>Responds to each of the focus areas—program changes, revision of learning outcomes, revision to SOA plan – whether or not changes were made</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Provides evidence that assessment activity has led to discussion, reflection, and decision-making</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>For changes in program, student learning outcomes, and/or assessment plan recommended in the previous year, provides brief</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>but comprehensive description of actions taken in response, including when steps were taken and by whom</i>					
<i>Comments</i>					
17. With respect to Comments/Further Action Steps:	Yes	No	Partially	Unclear	Not applicable
<i>If recommended actions were not completed, provides brief description of revised action plan/current status.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Information provided in this section is specific enough to serve as a guide for future action</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
18. Evaluation for this section of the report:	A model for others; Well-developed; Developing; Needs improvement				
<i>Comments</i>					
19. Evaluation for the annual report as a whole:	A model for others; Well-developed; Developing; Needs improvement				
<i>Comments</i>					
20. Reviewers and Review Date					