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| BGSU logo no words.gif | **SAAC Long-Form Assessment Report Rubric** | |
| Review Date: | | **Program:** |

### Reviewed By:

### This rubric is utilized by members of SAAC to provide feedback and suggestions for improvement on the SAAC Long-Form Assessment Report. If you have any questions about this report, please contact [assessment@bgsu.edu](mailto:assessment@bgsu.edu).

**Section I: Plan for Student Assessment**

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| --- | --- | --- | --- | --- | --- | --- |
| A. Learning Outcomes Assessed | | **Missing** | **Evolving** | | **Established** | **Feedback/Comments** |
| Identifies specific program Learning Outcomes (per catalog listing) that were assessed this year. | |  |  | |  |  |
| B. 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. |  |  | |  |  |
| II. Direct indicators of students learning used | Learning outcomes are assessed using direct indicators 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. |  |  | |  |  |
| III. Embedded assessments | Most or all of the direct assessment data being collected are embedded as a requirement for a course. |  |  | |  |  |
|  |  | **Yes** | | **No** | | **Feedback/Comments** |
| IV. Capstone Experience or  Comprehensive Assessment | Was the assessment collected within a capstone experience or a comprehensive assessment? |  | |  | |  |
| **C. Target Level Achievement** | | **Missing** | **Evolving** | | **Established** | **Feedback/Comments** |
| Information clearly indicating the target level students will achieve each outcome is provided. | |  |  | |  |  |
| **D. Assessment Instruments or Rubrics** | | **Missing** | **Evolving** | | **Established** | **Feedback/Comments** |
| Assessment instruments and rubrics are clearly described or attached to the report. | |  |  | |  |  |

**Section II. Results & Conclusions**

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| --- | --- | --- | --- | --- |
| 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 competency. |  |  |  |  |
| **C. Results Description** | **Missing** | **Evolving** | **Established** | **Feedback/Comments** |
| Results (both quantitative and qualitative) are clearly described, with respect to the Learning Outcomes assessed and compare results to past trends, as appropriate. Includes tables, charts, or other visuals to highlight key findings, as appropriate. |  |  |  |  |
| Results/findings are described in a way that makes it clear how they provide the basis for program decision making. |  |  |  |  |
| Assessment methods are evaluated and the strengths and weaknesses of the assessment methods used were discussed. |  |  |  |  |

**Section III. Closing the Loop**

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| 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. |  |  |  |  |
| II. Target Completion Dates | Identified target completion dates of action steps. |  |  |  |  |
| III. Person/Groups Responsible | Identified person or group(s) responsible for each action step. |  |  |  |  |
| IV. Necessary Resources | Identified necessary resources. |  |  |  |  |
| 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). |  |  |  |  |
| II. Target Completion Dates | Identified target completion dates of action steps. |  |  |  |  |
| 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. |  |  |  |  |
| II. Target Completion Dates | Identified target completion dates of action steps. |  |  |  |  |
| 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. | |  |  |  |  |
| 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. | |  |  |  |  |

**Overall Feedback:**

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| **This SAAC assessment report should be praised for……** |
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| **Suggestions for improvement:** |
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