SAAC Long-Form Assessment Report Rubric

Review Date:_____   **Program:** _____

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.

Section I: Plan for Student Assessment

A. Learning Outcomes Assessed		Missing	Developing	Acceptable	Feedback/Comments
Identifies specific program Learning Outcomes (per catalog listing) that were assessed this year.		☐	☐	☐	
B. Method & Procedure		Missing	Developing	Acceptable	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, although indirect measures also may be used to supplement.	☐	☐	☐	
III. Embedded assessments	Most or all of the direct assessment data being collected is embedded in course assignments, prescribed formalized testing, or other program requirements (e.g., portfolio).	☐	☐	☐	
		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	Developing	Acceptable	Feedback/Comments
Information clearly indicating the target level students will achieve each outcome is provided.		☐	☐	☐	
D. Assessment Instruments or Rubrics		Missing	Developing	Acceptable	Feedback/Comments
Assessment instruments and rubrics are clearly described or attached to the report.		☐	☐	☐	

Section II. Results & Conclusions

B. AY Assessment Results	Missing	Developing	Acceptable	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	Developing	Acceptable	Feedback/Comments
Results 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.	☐	☐	☐	

D. Evaluate Assessment Methods	Missing	Developing	Acceptable	Feedback/Comments
The strengths and weaknesses of the assessment methods used were discussed.	☐	☐	☐	

Section III. Closing the Loop

A. Connecting Results & Program Changes		Missing	Developing	Acceptable	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	Developing	Acceptable	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	Developing	Acceptable	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	Developing	Acceptable	Feedback/Comments
Briefly explained how previous feedback from assessment report reviewers has been considered and acted upon, as appropriate.	☐	☐	☐	

E. Assessment Method Plan Changes	Missing	Developing	Acceptable	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:

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