

## Assessment Submission Form

<b>Program/Dept.</b>		<b>Program/Dept. Contact Person</b>	
<b>Liaison</b>		<b>Program/Dept. Contact Person Email</b>	

☐ I have read, understood, and approved the Assessment report and plan for the program/unit stated above. I confirm that the Assessment report and plan complies with the UHCL Assessment Policies and Procedures as communicated to me.

AY 2023 Results and Use of Results						
	Terms	Needs Improvement	Compliant	Exemplary Quality	Liaison Shared Form Notes	Liaison Notes To be completed if Needs Improvement is selected.
AY 2023 Assessment Reporting	Results	<input type="checkbox"/> Incomplete findings. Findings do not prove whether targets were met, partially met, or not met.	<input type="checkbox"/> Addresses the targets. Evaluated with appropriate statistical models. Used the provided check box.	<input type="checkbox"/> Provided clear data and the provided check box. Provides solid evidence that targets were met, partially met, or not met.	<input type="checkbox"/> Yes, notes were shared with contact person.	
	Use of Results	<input type="checkbox"/> Too general, not specific. Recommendations are not made.	<input type="checkbox"/> Used the provided check box(es). Reflects on what was learned during the assessment cycle.	<input type="checkbox"/> Reflects on outcomes and the box(es) selected. Exhibits good understanding of finding implications to the program or unit. Identifies key areas that need to be monitored, remediated, or enhanced.	<input type="checkbox"/> Yes, notes were shared with contact person.	

**AY 2024 Outcomes, Methods, and Criteria for Success**

	Terms	Needs Improvement	Compliant	Exemplary Quality	Liaison Shared Consent Form Notes	Liaison Notes To be completed if Needs Improvement is selected.
AY 2024 Assessment Planning	Student Learning Outcome	<input type="checkbox"/> SLO is too broad and not measurable. Confuses grades as SLO.	<input type="checkbox"/> SLO is broad, but can be measurable if rubric is well developed. Includes course where learning is measured.	<input type="checkbox"/> Clearly states the expected knowledge, skills, attitudes, abilities, and competencies that students are expected to acquire with name & course number.	<input type="checkbox"/> Yes, notes were shared with contact person.	
	Program Outcome	<input type="checkbox"/> Describes a process rather than a function, purpose, or initiative. Unclear how PO will be observed or measured.	<input type="checkbox"/> PO is appropriate but language may be vague.	<input type="checkbox"/> Clearly describes the program's contribution to the fundamental purpose.	<input type="checkbox"/> Yes, notes were shared with contact person.	
	Method	<input type="checkbox"/> Method is not identified or effectively described.	<input type="checkbox"/> Method can be identified and reflects good methodology.	<input type="checkbox"/> Method can be clearly identified as direct or indirect and reflects good methodology.	<input type="checkbox"/> Yes, notes were shared with contact person.	
	Criteria for Success	<input type="checkbox"/> No or few benchmarks or targets identified. Targets are not clearly defined; language is vague and subjective.	<input type="checkbox"/> Basic level of achievement was described. Targets may seem subjective.	<input type="checkbox"/> Targets are specific, detailed, measurable, and related to the method.	<input type="checkbox"/> Yes, notes were shared with contact person.	
	Tier 2	<input type="checkbox"/> Not selected	<input type="checkbox"/> Selected one	N/A		

For questions contact: [Assessment@uhcl.edu](mailto:Assessment@uhcl.edu)