

Assessment Submission Form

Program/Dept.		Program/Dept. Contact Person	
Liaison		Program/Dept. Contact Person Email	

☐ 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 2022 Results and Use of Results						
	Terms	Needs Improvement	Satisfactory	Exemplary	Liaison Shared Consent Form Notes	Liaison Notes To be completed if Needs Improvement is selected.
AY 2022 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.	<input type="checkbox"/> 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"/> Reflects on what was learned during the assessment cycle.	<input type="checkbox"/> Reflects on outcomes. 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 2023 Outcomes, Methods, and Criteria for Success

	Terms	Needs Improvement	Satisfactory	Exemplary	Liaison Shared Consent Form Notes	Liaison Notes To be completed if Needs Improvement is selected.
AY 2023 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.	<input type="checkbox"/> Clearly states the expected knowledge, skills, attitudes, abilities, and competencies that students are expected to acquire.	<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 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.	