

Assessment Submission Form Academic Example

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|----------------------|-------------------|---|--------------|
| Program/Dept. | Architecture B.A. | Program/Dept. Contact Person | John Doe |
| Liaison | John Smith | Program/Dept. Contact Person Email | Doe@uhcl.edu |

☒ 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 checked="" 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 checked="" type="checkbox"/> Yes, notes were shared with contact person. | Results on page 4 had no data but included a statement that the target was met. Data is provided for the other methods and outcomes, and target status is indicated. |
| | Use of Results | <input checked="" 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 checked="" type="checkbox"/> Yes, notes were shared with contact person. | Use of result on page 9 stated the goal was met and students will be assessed in the future. No further details were provided. The other use of results discussed the results in each area assessed, identified areas that need to be addressed in future assessment plans. |

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 checked="" 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 checked="" type="checkbox"/> Yes, notes were shared with contact person. | The Student learning outcome on page 3 used end of course grades to assess students. The Student learning outcome on page 2 includes a criteria for success in the statement. The other outcomes are fine. |
| | Program Outcome | <input type="checkbox"/> Describes a process rather than a function, purpose, or initiative. Unclear how PO will be observed or measured. | <input checked="" type="checkbox"/> PO is appropriate but language may be vague. | <input type="checkbox"/> Clearly describes the program's fundamental purpose. | <input checked="" type="checkbox"/> Yes, notes were shared with contact person. | The Program Outcome on page 5 is a bit vague but does state a purpose. |
| | Method | <input checked="" 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 checked="" type="checkbox"/> Yes, notes were shared with contact person. | The Student learning outcome on page 4 does not have a method. The other methods include a description of how the outcomes will be assessed. |
| | Criteria for Success | <input checked="" 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 checked="" type="checkbox"/> Yes, notes were shared with contact person. | The Method on page 6 does not include a criteria for success. The other criteria seem basic but are related to the methods. |

Assessment Submission Form Administrative Example

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| Program/Dept. | Athletics Department | Program/Dept. Contact Person | Jane Doe |
| Liaison | John Smith | Program/Dept. Contact Person Email | Doe@uhcl.edu |

☒ 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 checked="" 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 checked="" type="checkbox"/> Yes, notes were shared with contact person. | Results on page 1 does not indicate if the target was met, partially met, or not met. All other results include data status of performance target. |
| | Use of Results | <input checked="" 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 checked="" type="checkbox"/> Yes, notes were shared with contact person. | Page 1 and 2 use of results state “continue to monitor”. Page 1 discusses what was learned from the results but did not include an action plan. Page 2 describes the results in detail, identified areas needing improvement, and recommended action for next year. |

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 checked="" type="checkbox"/> Yes, notes were shared with contact person. | N/A – administrative plan |
| | Program Outcome | <input checked="" 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 checked="" type="checkbox"/> Yes, notes were shared with contact person. | The second outcome appears to be a method instead of an outcome. The other outcomes describe a fundamental purpose. |
| | Method | <input checked="" 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 checked="" type="checkbox"/> Yes, notes were shared with contact person. | The method on page 2 is written more like an outcome. There is no procedure or tool described to assess the outcome. The other methods are fine. On page 3 the method includes direct and indirect types. |
| | Criteria for Success | <input type="checkbox"/> No or few benchmarks or targets identified. Targets are not clearly defined; language is vague and subjective. | <input checked="" 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 checked="" type="checkbox"/> Yes, notes were shared with contact person. | The criteria for success on page 4 is not specific; (most plans should...). The others are clear and related to the methods. |

Assessment Submission Form Co-Curricular Example

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| Program/Dept. | Science Learning Center | Program/Dept. Contact Person | Jane Doe |
| Liaison | John Smith | Program/Dept. Contact Person Email | Doe@uhcl.edu |

☒ 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 checked="" 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 checked="" type="checkbox"/> Yes, notes were shared with contact person. | Each area included data and stated whether the target was met. |
| | Use of Results | <input checked="" 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 checked="" type="checkbox"/> Yes, notes were shared with contact person. | Three of the four use of results need more details. Each stated the criteria was met and a plan for action would be in place but no further information was provided. The other use of results appears to be acceptable. |

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 checked="" type="checkbox"/> Clearly states the expected knowledge, skills, attitudes, abilities, and competencies that students are expected to acquire. | <input checked="" type="checkbox"/> Yes, notes were shared with contact person. | All student learning outcomes appear to be well written. |
| | 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 checked="" type="checkbox"/> Clearly describes the program's fundamental purpose. | <input checked="" type="checkbox"/> Yes, notes were shared with contact person. | All program outcomes state a purpose, function, or initiative. |
| | Method | <input checked="" 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 checked="" type="checkbox"/> Yes, notes were shared with contact person. | Methods on page 1 and 2 are almost identical; one should be revised. The other methods are fine. |
| | Criteria for Success | <input checked="" 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 checked="" type="checkbox"/> Yes, notes were shared with contact person. | Criteria on page 3 suggests a timeline but does not include specific information. The other criteria appear to be appropriate. |