

Assessment Reports Checklist

Part 1:

Follow-up on Last Year's Project

_____ Discussed recommendations and actions taken based on last year's assessment report results.

_____ *Clearly tied discussion to previous and/or plans for future assessment projects (evidence of full "assessment loop.")*

Resources: [Accreditation & Standards](#), [Assessment Loop](#), Introduction to Assessment at DePaul [workshop materials](#)

Part 2:

Abstract

_____ Included a 250 word or less abstract succinctly summarizing the assessment project, including learning outcome assessed, data collection, results, interpretation, and recommendations based on findings.

Resources: See "Writing the abstract" under [Assessment Reports - Best Practices](#)

Learning Outcome Assessed

_____ Selected and clearly identified **one** of the program's learning outcomes to focus on for this report.

Resource: See "Rationale for assessing only one learning outcome" under "Best Practices" in [Assessment Reports](#)

_____ Program learning outcome selected is one of the learning outcomes on file with TLA.

Resource: [Learning outcomes](#)

_____ Outcome identified is clearly tied to student learning expectations for the program

_____ Outcome is formulated appropriately

Resource: [Creating student learning outcomes](#)

Data Collection and Methodology

Resources: [Methodology](#)

_____ Clearly explained methods for collecting evidence of student learning

_____ Methods for collecting evidence of student learning are appropriate given the learning outcome assessed

_____ At least one method for collecting evidence of student learning is a direct method of assessment

Resource: See “Direct vs Indirect Assessment” in [Methodology](#)

_____ *Used and reported multiple methods for assessing student learning to triangulate evidence of student learning for reported outcome.*

Resource: See “Triangulation” in [Methodology](#)

Results

Resources: See “Presenting Results” in [Analysis & Interpretation](#); “Rationale for reporting on only one learning outcome” under “Best Practices” in [Assessment Reports](#)

_____ Clearly described the results of the assessment project

_____ Results can easily be interpreted by multiple audiences

_____ Completed the results table for learning outcome assessed using a single whole number to report the number of students assessed and the number of students with acceptable or better performance

Resources: See “Determining what is ‘Acceptable’ Performance for a Program Learning Outcome” under “Best Practices” in [Assessment Reports](#)

Analysis and Interpretation of Results

Resources: See “Types of Data and Analyses” in [Analysis & Interpretation](#)

_____ Clearly presented the manner in which assessment results were analyzed by the program

_____ Analysis was appropriate given the type of data collected

_____ Analysis included strengths, weaknesses and opportunities for future improvement

_____ Clearly presented the program’s interpretation of the assessment results given the analysis

_____ Interpretation of the assessment results is appropriate given the analysis of data

Recommendations and Plans for Action

_____ Clearly tied the recommendations to the results of the assessment project

_____ Clearly identified and described plans for action based on the assessment results

_____ Included timeline for implementation of each planned action

_____ Identified potential barriers to implementing each planned action.