Process for Reviewing
Department/Program Assessment Reports

Preparation

1. A department (or program) prepares an assessment report using the Department Assessment Report template.

Submission

2. The department chair (or designee) e-mails the report to the chair of the Assessment Committee.
3. The chair of the Assessment Committee does the following:
   • Checks the report for completeness.
   • Gives it a conventional filename (e.g., BIOL_Assessment_Report_2012).
   • Saves it (with rubrics, etc.) in the department’s folder in the Assessment Committee share space.

Review

4. Before the Assessment Committee meeting:
   • All committee members read the report.
   • An assigned committee member (from outside the department) prepares draft feedback using the Committee Feedback Template.
5. During the meeting:
   • The assigned committee member presents the report and draft feedback.
   • Committee members discuss the report and feedback.
   • The assigned committee member makes notes on the draft.
6. After the meeting:
   • The assigned committee member does the following:
     – Edits the feedback.
     – E-mails it to the chair of the Assessment Committee.
   • The chair of the Assessment Committee does the following:
     – Reviews the feedback, making final edits.
     – Gives it a conventional filename (e.g., BIOL_Committee_Feedback_2011).
     – Saves it in the department’s folder in the Assessment Committee share space.

Response

7. The chair of the Assessment Committee e-mails the feedback to the chair of the submitting department.