

*The Assessment Committee uses this template to prepare feedback on department assessment reports. The guiding questions make explicit what an outside reviewer would expect to find in an assessment report. Under each heading, summarize strengths in a brief paragraph and present suggestions in a bulleted list.*

## **Assessment Committee Feedback on [Department/Program] [Year] Assessment Report [Date]**

### **Purpose**

Every department or program establishes expected student learning outcomes for the majors it offers, assesses how well those outcomes are being achieved, and acts on findings to improve curriculum, instruction, and assessment. Departments and programs report on these activities to inform university planning, review of curricular initiatives, and reporting to outside agencies. The Committee on Assessment collects the reports, discusses them, and offers feedback to help departments/programs refine their assessment practices.

With this in mind, the committee has discussed your report and prepared the feedback below. Please use this feedback to improve your assessment system and refer to it as you prepare your next report. Templates, tips, and resources can be found on the Department/Program Assessment website ([www.lawrence.edu/oncampus/committee/assessment/DEPT](http://www.lawrence.edu/oncampus/committee/assessment/DEPT)). Consult a member of the Assessment Committee for further discussion.

### **Format of the Report**

- *Does the report follow the structure given in the template?*
- *Does the report cover all majors and address all the topics in appropriate detail?*
- *Does the report provide a clear picture of strengths, concerns, and actions to be taken?*
- *Does the report include supporting materials (curriculum map, rubrics, surveys, revisions, etc.)?*

### **Department Mission, Learning Outcomes, and Assessment Methods (Sections I, II, & III)**

*Main concerns:*

- *Do the outcomes address the key aspects of the department mission?*
- *Is each outcome clearly stated in a measurable way?*
- *Is each outcome directly assessed (though not necessarily every year)?*
- *Are the measures valid (specific to the outcome) and reliable (consistent across raters)?*

*Additional considerations:*

- *Are the outcomes assessed at the culmination of the major (e.g., in a Senior Experience)?*
- *Are the outcomes assessed earlier to provide a baseline or measure of progress?*
- *Are indirect measures (such as surveys or interviews) used to corroborate findings?*

### **Findings and Planned Actions (Sections IV & V)**

- *Are the assessment results clearly presented—quantitative and qualitative?*
- *Are the findings analyzed to determine strengths/concerns relative to each outcome?*

- *Are the implications discussed in light of previous assessment reports?*
- *Are actions being taken based on the findings? Are these actions sensible and appropriate?*
- *Is there a plan to evaluate the impact of these actions (for the next report)?*

**Storage (Section VI)**

- *Are assessment reports, materials, and work samples being saved to support future work?*
- *Are materials stored in an accessible location and usable format?*