Assessment Reports Checklist

Checklist is also available on TLA’s website

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.

Resource: Writing the abstract

Learning Outcome Assessed

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

Resource: Rationale for assessing one learning outcome

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

Resource: Learning outcomes by college

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

_____ Outcome is formulated appropriately

Resource: How to write learning outcomes

Data Collection and Methodology

Resources: Assessment methodology; Survey design resources; Writing assessment prompts; Scoring guide resources

_____ Clearly explained methods for collecting evidence of student learning
Methods for collecting evidence of student learning are appropriate given the learning outcome assessed.

The primary method for collecting evidence of student learning is a direct method of assessment.

Resource: Direct assessment

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

Resource: Triangulation

Results

Resources: Presenting results; Rationale for assessing one learning outcome

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.

Resource: Determining “acceptable” performance resources

Analysis and Interpretation of Results

Resource: Types of data and analyses

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.