

Instructional Review Board: Feedback Report for Assessment Records

Area: Office Management and Supervision_____

Year: __2014-2015_____

Headings: (Is the program, year, and department mission listed at the top of the document?) All required items are listed at the top of the document.

Grey Box: (Are the most current General education objectives, Department level learning outcomes, and Course level student learning outcomes listed?) Three program student learning outcomes are listed.

Column 1 - Intended Outcomes: (Do the outcomes listed in column 1, match the grey boxed course level outcomes? Do the outcomes listed match the previous year's outcomes? Is the outcome listed a complete sentence?) The intended outcomes match both the grey box outcomes and the outcomes from last year.

Column 2 - Means of Assessment: (Does the area specify the type of assessment? If they use a rubric do they include an example at the end of the record? Were there multiple types of assessment used? Does the type of assessment seem appropriate for the outcome?) The area does specify the type of assessment used. A rubric was not used. The area used one assessment per outcome. The assessments were appropriate for the outcomes.

Column 3 - Criteria for Success: (Is the standard 70%? If not is a justification provided? Does the area define success? Right or wrong, Rubric levels, etc...) The area used the standard 70% for all intended outcomes. Success is defined.

Column 4 - Summary and Analysis of Assessment Evidence: (Do you understand what you are looking at with ease? Is the data grouped by semester AND campus? Are totals provided? Is the data displayed in both number and percent?) The data is not grouped by semester or campus. The area provided both numbers and percentages.

Column 5 - Use of Results: (Does the area say in a simple sentence whether or not they have met the requirement? After that do they reflect on the finding? Address multiple year trends? **Address how they will use the data to improve the outcome and/or area.** This is necessary even if they achieve the 70% success rate). Minimal reflection. _____

Additional Comments, Critiques, and/or Compliments: _____

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Grey Box: (Are the most current General education objectives, Department level learning outcomes, and Course level student learning outcomes listed?) Three program outcomes are listed.

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Column 3 - Criteria for Success: (Is the standard 70%? If not is a justification provided? Does the area define success? Right or wrong, Rubric levels, etc...) The area used the standard 70% for intended outcome number one and three. However, the area used 50% for outcome number 2. No justification was provided for the use of 50%. Success is defined.

Column 4 - Summary and Analysis of Assessment Evidence: (Do you understand what you are looking at with ease? Is the data grouped by semester AND campus? Are totals provided? Is the data displayed in both number and percent?) The data is not grouped by semester or campus. Percentages are provided but actual numbers were not.

Column 5 - Use of Results: (Does the area say in a simple sentence whether or not they have met the requirement? After that do they reflect on the finding? Address multiple year trends? **Address how they will use the data to improve the outcome and/or area**. This is necessary even if they achieve the 70% success rate). No statements were made to indicate that the outcomes were met.

Additional Comments, Critiques, and/or Compliments: _____

Instructional Review Board: Feedback Report for Assessment Records

Area: Office Management and Supervision (SLOs)_____

Year: __2014-2015_____

Headings: (Is the program, year, and department mission listed at the top of the document?) All required items are listed at the top of the document.

Grey Box: (Are the most current General education objectives, Department level learning outcomes, and Course level student learning outcomes listed?) Three student learning outcomes are listed.

Column 1 - Intended Outcomes: (Do the outcomes listed in column 1, match the grey boxed course level outcomes? Do the outcomes listed match the previous year's outcomes? Is the outcome listed a complete sentence?) The intended outcomes match both the grey box outcomes and the outcomes from last year.

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Column 5 - Use of Results: (Does the area say in a simple sentence whether or not they have met the requirement? After that do they reflect on the finding? Address multiple year trends? **Address how they will use the data to improve the outcome and/or area.** This is necessary even if they achieve the 70% success rate). _Most of the courses use of results included simple sentences that indicated that the requirements were met. BUS 263 third use of results, BUS 275 first and second use of results, ECO 232 use of results and MST 111 third and fourth use of results includes statements that implied that the outcomes may or may not have been met. ECO 231 second and third use of results were unclear.

Additional Comments, Critiques, and/or Compliments: _____
