

CHECKLIST AND EVALUATION FORM  
Academic Planning and Assessment Committee

Date of Review: **Spring 2021**

Assessment Results of Academic Year: **2019 - 2020**

**ACADEMIC DEPARTMENT:**

Department Score: **\_\_\_ of 12**

Rating: **Exceeds Expectations (10 – 12) | Meets Expectations (7 – 9.5) | Developing (0 – 6.5)**

**Goals/Objectives Score: \_\_\_ of 3**

*Goals are the link between the ECU Strategic Plan and the department; these goals directly reflect ECU's "Goals and Strategic Initiatives." Objectives describe what will be accomplished. Objectives should be stated with clarity and specificity including precise verbs, provide a rich description of the item to be measured, and offer specificity of who should be assessed.*

Goals/Objectives...	YES	SOME	NO
Include precise verbs and describe the item(s) to be measured			
Specify who/what will be assessed			
Include 3-5 planning objectives, including an objective(s) addressing teaching effectiveness and advising effectiveness. An objective addressing student success and diversity are also recommended.			

Goals/Objectives Feedback:

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**Assessment Methods Score: \_\_\_ of 3**

*Assessment methods are how a department evaluates progress on goals/objectives. Each goal/objective should have at least one direct measure, and assessment methods should have specific activities linking them to the corresponding goal/objective. A desired result (criterion) should be identified for each assessment method.*

Assessment Methods...	YES	SOME	NO
Contain a rich description of the assessment method(s)			
Include at least one direct measure			
Display a clear and logical relationship between assessment methods and the corresponding goal/objective			
Specify the desired result (criterion) and schedule for each assessment method			

Assessment Methods Feedback:

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**Results/Observations Score: \_\_\_ of 3**

*Results are outcomes of the assessment methods that indicate how well the department is achieving department-level goals/objectives. Results should be clearly stated and relate to goals/objectives and assessment methods. Interpretation of results should align with goals/objectives. Interpretation of results should include multiple faculty and results should be disseminated to faculty and other stakeholders.*

Results/Observations...	YES	SOME	NO
Are clearly described and include data collection dates			
Clearly relate to objectives, measures, and criteria			
Include a comparison between previous results and current year's results			

Interpretation of Data...	YES	SOME	NO
Indicates multiple faculty interpreted results			
Includes conclusions clearly based on results			
Describes planned changes based on results (including dates of implementation)			

Dissemination of Data...	YES	SOME	NO
Discusses how results were provided to faculty			
Discusses how results were shared with other stakeholders			

Results/Observations Feedback:

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**Meaningful Change Score: \_\_\_ of 3**

*Meaningful change (use of results or closing the loop) details completed action that has been made to improve goal/objective attainment. The narrative should focus on completed change intended to improve goal/objective attainment and present specific modifications or improvements related to the assessment process.*

Meaningful Change...	YES	SOME	NO
Describes actions to improve goal/objective attainment (completed change; past tense only)			
Describes actions to improve assessment processes, as needed (completed changes; past tense only)			
Provides changes that are directly based on results			
Provides specific documents serving as evidence of meaningful change, which have been described in Meaningful Change and uploaded in Related Documents (located in Results/Observations in TracDat)			

Meaningful Change Feedback:

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