

CHECKLIST AND EVALUATION FORM
Academic Planning and Assessment Committee

Date of Review: **Spring 2021**

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

SUPPORT or ADMIN UNIT:

Support or Admin Unit 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 EKU Strategic Plan and the unit; these goals directly reflect EKU'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 2 – 3 planning goals/objectives.			

Goals/Objectives Feedback:

-

Assessment Methods Score: ___ of 3

Assessment methods are how a unit 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:

-

Results/Observations Score: ___ of 3

Results are outcomes of the assessment methods that indicate how well the unit is achieving unit-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 people 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 others in the unit			
Discusses how results were shared with other stakeholders			

Results/Observations Feedback:

-

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:

-