

## 2016-17 Results Report Expectations Worksheet

Data Collections Period: July 1, 2016 – June 30, 2017

Results Due by September 22<sup>th</sup>, 2017

### Assessment Rating:

- No Effort (0):** Department fails to enter results / no indicators are met
- Beginning:** One, two, or three of the first six indicators are met.
- Emerging:** Four or five of the first six indicators are met.
- Meets Expectations:** All of the first six expectations are met.
- Accomplished:** All of the first six indicators plus indicator seven are met.
- Exemplary:** All of the first seven indicators plus indicator eight are met.

- Indicator 1:** Complete and relevant data are provided for all measures (or an explanation is provided for incomplete or missing data due to extenuating circumstances)
  - Justification for incomplete or missing data due to extenuating circumstances will not be permitted for two or more consecutive reports.

#### COMMENTS / DISCUSSION:

- Indicator 2:** Data reporting is accurate and thorough
  - Reported data match data requirements established by the measure
  - Sampling methodology and response rates are provided for survey data
  - The underlying “n” and “N” are provided for all percentage statistics.

#### COMMENTS / DISCUSSION:

- Indicator 3:** Results for each measure indicate whether the target for that measure has been met.
  - The online system has a checkbox for Target Met / Target Not Met. The result should explicitly support your choice.

#### COMMENTS / DISCUSSION:

- Indicator 4:** Reflective statements are provided either for each outcome or aggregated for multiple outcomes

- Whether individual or aggregated reflective statements are provided, all outcomes must be addressed.

### COMMENTS / DISCUSSION:

- ☐ **Indicator 5:** Report includes one or more implemented and/or planned changes linked to assessment data and designed to improve program quality, student learning, or unit operations. If no such changes are indicated, an explanation is provided including a strategy to improve IE assessment data collection.
  - Implemented and planned changes designed to improve program quality, student learning, or unit performance may be referenced in reflective statements, but should be thoroughly documented in the implemented and planned changes section of this report. NOTE: the IE Assessment Plan should be revised to include one or more measures to assess the impact/effectiveness of such changes. If no such changes are reported, the IE Assessment Plan itself should be carefully reviewed and revised as needed. Implemented or planned changes that are based on factors other than IE assessment data may be reported in the summary statement of the results report. New measures may also be established in the plan to evaluate the impact of those changes as well, regardless of the reason for the change.

### COMMENTS / DISCUSSION:

- ☐ **Indicator 6:** Assessment instruments associated with the report and not previously submitted with the plan are provided via attachment or URL if not proprietary.
  - Copies of assessment instruments should normally have been submitted with the plan during the prior IE Assessment cycle. If that previously submitted plan identified an instrument in development or if another new assessment instrument was developed and used in association with the current results report, that instrument should be attached to this report.

### COMMENTS / DISCUSSION:

- ❑ **Indicator 7:** Data collection and analysis are used to assess the impact of implemented changes, demonstrating a fully closed loop process.
  - When an outcome and/or measure(s) evaluates the impact of a previously reported change, the reflective statement for that outcome should include a determination of whether the change resulted in an improvement.

**COMMENTS / DISCUSSION:**

- ❑ **Indicator 8:** Follow-up data collected to assess the impact of implemented changes show improved outcomes.
  - Meeting this final criterion for one or more measures is the ultimate goal of IE Assessment. When data confirm improvement(s) in program quality, student learning outcomes, or unit operations, the improvement(s) should be well documented in the applicable reflective statement(s). In addition, the Summary of Assessment Process should provide a brief narrative that describes the entire “closed loop” process that resulted in the improvement(s).

**COMMENTS / DISCUSSION:**

### Other expectations:

- An explanation is provided if a rubric requirement is not met.

**COMMENTS / DISCUSSION:**

- Grammar and spelling should be reviewed, including inclusiveness language (for example, alphabetize gender pronouns or use non-binary gender language and use “personnel hours” in place of “man hours”).

**COMMENTS / DISCUSSION:**

- Planned and implemented changes section has clear explanations that tie back to specific outcomes / measures. If the change was discussed in the results or reflective statement, simply refer to that explanation.

**COMMENTS / DISCUSSION:**

- The summary of Assessment process includes references to both Indicators seven and eight as described above. There is a clear success story (multi-cycle account of documented gains) documented in the Summary of Assessment Process section.

**COMMENTS / DISCUSSION:**

- At least one improvement to business practices is documented in a success story.

**COMMENTS / DISCUSSION:**