

## Program Assessment Summary Reader Checklist/ Feedback

Program Name: \_\_\_\_\_

Academic Year: \_\_\_\_\_

<p>Is the official program name inserted into the Program Assessment Summary?</p> <p>Example: Pre-Teacher Preparation</p>	<p>Yes/ No</p>	<p>If “No” provide feedback for improvement:</p>
<p>Are the published Program Student Learning Outcomes stated?</p> <p>Example: PSLO #1: Demonstrate basic knowledge of the foundations and concepts related to elementary education.</p>	<p>Yes/ No</p>	<p>If “No” provide feedback for improvement:</p>
<p><b>What we looked at:</b> Is there a short description of the program’s assessment plan? Limit to 3-4 sentences.</p> <p>Example: The [insert program’s name] administered a composite exam to assess basic knowledge of the foundations and concepts related to...</p> <p>Note: Must include descriptions of assessment strategies used to assess PSLOs.</p>	<p>Yes/ No</p>	<p>If “No” provide feedback for improvement:</p>
<p><b>What we found:</b> Is there a short description of the program’s assessment results? Limit to 3-4 sentences.</p> <p>Example: The results of the composite exam showed that # out of # or % of students were successful at demonstrating basic knowledge of the foundations and concepts related to...</p> <p>Note: All assessment results need to directly relate to the assessment strategy.</p>	<p>Yes/ No</p>	<p>If “No” provide feedback for improvement:</p>

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<p><b>What we are planning to work on:</b> Are there any improvement plans? Limit to 3-4 sentences.</p> <p>Are these improvement plans link to the PSLOs? How will the improvements contribute to student learning?</p>	Yes/ No	If “No” provide feedback for improvement:
<p><b>Recommendation for students:</b> Does the program provide recommendation for prospective and/or current students enrolled in the program? Limit to 3-4 sentences.</p>	Yes/ No	If “No” provide feedback for improvement:
<p><b>Quality of Assessment Plan:</b> Do the assessment strategies properly assess the PSLO?</p> <p>Does everything link together e.g., are the assessment strategies linked to the PSLO.</p>	Yes/ No	If “No” provide feedback for improvement:
<p><b>Formatting:</b> Is the PAS in the proper format? See template below.</p>	Yes/ No	If “No” provide feedback for improvement:
<p><b>Audience:</b> Is the language used in the PAS aimed at prospective students and/or current students?</p>	Yes/ No	If “No” provide feedback for improvement:

# Program Assessment Summary Reader Checklist/ Feedback

Reader #1: \_\_\_\_\_  
(Type name)

Reader #2: \_\_\_\_\_  
(Type name)

**Readers: Place an "X" in the appropriate decision:**

Reader #1  Approved  Not approved Date: \_\_\_\_\_

Reader #2  Approved  Not approved Date: \_\_\_\_\_

If both readers approve the PAS, forward to CAC chair.

If the PAS is not approved, return to the appropriate program/ division chair for revisions.

Endorsed by CAC Date: \_\_\_\_\_

Not Endorsed by CAC Date: \_\_\_\_\_

If the PAS is not endorsed by CAC, return to the appropriate program/ division chair for revisions.

# **Program Assessment Summary Reader Checklist/ Feedback**

PAS Template (blue font will be standard for all PASs)

## **Program Student Learning Outcomes Assessment Summary (AY 20xx-20xx)**

### **Program Student Learning Outcomes (PSLOs)**

At the completion of the **[insert official program name]**, the student will be able to:

[Insert PSLOs]

### **PSLO Assessment Report Summary**

#### **What we looked at:**

Insert a short description of the assessment plan for the program. Limit description to 3-4 sentences.

#### **What we found:**

Insert a short description of the assessment results for the program. Limit description to 3-4 sentences.

#### **What we are planning to work on:**

Insert a short description of the improvement plan for the program. Limit description to 3-4 sentences.

#### **Recommendations for students:**

Insert recommendation for any prospective and/or current students enrolled in the program.