

# Guide for Reviewing Undergraduate Student Learning Assessment

## Mission Statement

- Mission statement is specific to the program and at the appropriate level.
- Mission statement defines the core purpose of the specific program.

## Outcomes

- Required number of outcomes (**minimum of five student learning outcomes and two administrative outcomes**) is presented.
- Outcomes focus on issues important to the mission and level of the program.
- Outcomes concentrate on key areas where outcomes assessment will enable the program to improve.
- Achievement of outcomes must be measurable.
- Outcomes must be assessed by more than one method of assessment.
- Outcomes are stated in clear and precise language.
- Outcomes describe the knowledge, abilities, values, and/or attitudes that a student graduating from the program is expected to demonstrate.
- Outcomes reflect learning through the program curriculum.

## Methods

- Two methods/measures are provided for each outcome.
- Methods/measures address all of the following:
  - Who will be assessed,
  - How the assessment will be conducted,
  - When and where the assessment will take place, and
  - What specific knowledge, skills, values, and/or attitudes will be assessed.
- Methods/measures indicate clearly defined and appropriate performance targets.
- Methods/measures can be implemented within the academic year.
- Methods/measures address areas where the program has control or can make a difference.
- Methods/measures predominately focus on direct (rather than indirect) means of acquiring data.

## Results

- Results include reflection upon and discussion of the findings amassed from the corresponding method/measure.
- Results are based on reliable and valid data collection methods.
- Results indicate level of achievement of performance targets.
- Results provide indicators for improvement.
- Results are more than the reporting of grades (which may reflect a part but not the whole of a particular outcome).
- Results focus on student accomplishments and success.

## Action Plan

- Action plans are based on findings reported in the results.
- Action plans are feasible considering available resources and time.
- Action plans appear likely to lead to continuous improvement.
- Action plans focus on means to improve student learning.

## Evidence of Improvement

- Evidence of improvement is founded in the results.
- Evidence of improvement focuses on student learning.
- Does the evidence summarize if and how action plans from the prior year led to further improvements for the current year?