Dear OAAC Members,

Here are the four areas to keep in mind as you review the "results" reports for programs in your area:

1) STUDENT LEARNING OUTCOMES
Are student learning outcomes stated (as opposed to a list of courses for example), and are the outcomes observable and measurable, and stated with action verbs (such as analyze, list, explain, create, design, compute instead of "understand, learn, become familiar with). Additionally, fewer than three outcomes is typically too few and more than ten too many.

2) ASSESSMENTS
Does each outcome have at least one assessment? More than one assessment for each outcome is desirable. Are there some program-level assessments (and not only course-based assessments)? Are there a variety of assessment approaches (not just a single approach such as an essay format)? And even, are some of the assessments performance-based (that is, are the students asked to perform a task requires them to apply their knowledge and skills in real world tasks)? Note that a single outcome can have more than one assessment, and that one assessment can address more than a single outcome.

3) SCORING PROCESS AND CRITERIA (RUBRICS!)
Does each key assessment have clearly described processes for scoring the performance? How many people score the performance? Do they score independently or in a group process? If the performance is observed, for example, as in a dance or a sculpture, is there a process for taking notes on the performance for later review? Does each key assessment have clearly defined scoring criteria that are used in assessing the students' performance? Are these criteria aligned with the outcomes they are intended to assess? Are rubrics given to students along with the assignment itself?

4) FEEDBACK LOOP
Is there a feedback loop, or at least plans for a feedback loop. That is, does the program have a process identified for using the information gained through the assessments to inform program improvement? Has the program made modifications based on its assessment of student learning?

And, of course, add comments in any other area that you deem important.

Please send me your notes as well as review the feedback I have provided to make sure that my feedback is accurate and useful.