

## University Assessment Committee (UAC)

### Feedback Worksheet – Assessment Plan Reviews for Co-Curricular and Service Units

UNIT REVIEWED:						DATE:
N = Not Addressed    P = Partially Addressed    A = Addressed			N	P	A	Comments:
<b>SCOs (Program outcomes that support student learning &amp; development, if used by the program)</b>						
• SCOs are clear and specific						
• SCOs are measurable						
• SCO Description identifies potential data						
• SCO Description identifies measurement tools and mechanisms						
<b>SLOs (Learning competencies &amp; outcomes, if used by the program)</b>						
• SLOs are clear and specific						
• SLOs are measurable						
• SLO Description identifies potential data						
• SLO Description includes plans to collect data from all delivery modes						
• SLO Description identifies measurement tools						
<b>Assessment Calendar</b>						
• The plan includes an assessment calendar						
• The assessment calendar supports the SCO/ SLO descriptions						
<b>Co-Curricular Map (optional)</b>						
• The plan includes a co-curricular map (optional)						
• The plan is aligned with the co-curricular map, if provided						
<b>General Comments</b>	Strengths and suggestions for improvement of the unit's assessment plan:					
<b>Reminders</b>	<ul style="list-style-type: none"> <li>Programs are expected to upload findings annually.</li> <li>Please remember that all delivery modes (traditional, hybrid, online) MUST be assessed for any courses/activity used for assessment; this is a requirement of HLC, GVSU's external accreditor.</li> <li>Full assessment reports, including data, assessment tools, findings, analysis of results, and next steps should be entered according to the assessment calendar, ideally annually. UAC will review reporting on a biennial reporting schedule. Programs should submit a "Ready to Review" form by the assessment review date.</li> </ul>					
<b>Program's first assessment report is due (highlighted):</b>	August 1, 20_____                      January 21, 20_____					