

Assessment Review Process for Vice Presidents and Deans

1. As part of the Annual Assessment Review process, Vice Presidents and Deans are required to review all assessment plans for the upcoming year and assessment reports (results and use of results) for the previous year in their Division or College.
2. The Senior Vice President of Academic Affairs and Vice President of Health Sciences will review assessment units which are directly linked to their Division as a Summary Group Unit. Academic Deans will review their specific programs, departments and research centers. Check with the Director of Assessment for a complete listing assessment units by area.
3. The reviews are to be completed before the IRPA deadline of the third Friday in October.
4. To review assessment plans in TracDat, select the **Reports tab** and click on *Assessment Plan*. Select the report by Outcome Year (upcoming year) and by Outcome Status: Current. Click on Run Report. For the upcoming review, select 10-11 as the outcome year.
5. To review assessment reports in TracDat, select the **Reports tab** and click on *Unit Assessment Report –Four Column*. Select the results by Result date: Between: 10/XX/XXXX (current year) and (leave blank). For the upcoming review, select the date: 10/31/2010. In the future, select the Monday after the IRPA deadline- for next year, the date will be 10/21/2011.
6. Review plans and reports based on the rubric provided.
7. If the plan or report does not meet the rubric specifications, notify the appropriate person for revisions.
8. After approving both the reports and plans, sign into TracDat and click on the **Assessment Unit tab**. Under the General subheading, there is a text box to type name, title and the date of approval. This will appear on printed TracDat reports after the text is added.
9. As part of the IRPA review process, the Director of Assessment will verify the Vice President or Dean's approval for each assessment unit.

Vice Presidents and Deans Assessment Rubric¹

Assessment Unit:

Date approved:

Component	Criteria	Check if Yes
Outcomes	Outcome year updated for current year	
	Measurable	
	At least 3 per assessment unit	
Methods	At least 1 direct method per outcome	
	Appropriate for the outcome	
Criterion	Developed for each method	
	Measurable or a target date	
Results	Reported for all past year's outcomes	
	Match criterion	
	Include adequate details such as sample sizes	
	Correct result type indicated	
	Correct action status indicated	
Use of Results	At least one action plan per assessment report	
	Action plan addresses the problem /is appropriate	
	Follow-up reported on action plans (closing the loop)	
	Correct action status indicated	

¹The first three components, outcomes, methods and criterion, are used to review the **Assessment Plan**. The last two components, results and use of results, are applicable to the **Assessment Report**.