

Program Review Assessment Report Feedback Guidelines:

A few reminders: Keep feedback focused on responses that faculty gave, not an evaluation of the program itself. Please be sure to stay positive with feedback—we want to celebrate the awesome things that our colleagues are doing in their programs. At the same time, we also want to provide constructive criticism (suggestions) so that we can help our peers generate a stronger assessment section in the Program Review so that they may use it to boost their arguments for resource requests, faculty requests, etc. It is advisable to write any positive comment or feedback for each section, even if short.

- 1) Assess – Look at assessment table (Part I) of report
 - a. Meets Expectations: Look for any courses listed and look for courses outside discipline. Zeroes are OK, the courses have to be listed. Feedback: if all zeroes maybe consider more frequent assessment. Positive feedback OK (i.e., having data for all courses in a program).
 - b. Doesn't Meet Expectations: Blanks, data not directly entered in report (i.e., if sent as attachment or note to refer to eLumen). Feedback: maybe mention that data needs to be entered so it will appear on the actual Program Review Assessment Report.
- 2) Plan
 - a. Meets Expectations: Think about how courses fit within the program. Only core courses—keep courses within program. If courses outside program not listed it still meets.
- 3) Reflect
 - a. Meets Expectations: Addresses both strength and weaknesses. Feedback could include whether weaknesses/strengths were addressed directly or implied. Up to reviewers to decide meets/doesn't meet depending on how clear language is.
 - b. Doesn't Meet Expectations: If only strength *or* only weakness is mentioned (response only addresses half of the question).
- 4) Refine – **Do not mark meets/doesn't meet boxes—leave blank.**
 - a. If faculty didn't answer question (blank response), provide standard comment in feedback box "This year the refine portion of PARR was unintentionally left out of the eLumen form. Refinement based on reflections is an important part of the assessment process, and so it will be included on next year's form. One more thing to look forward to next year." May give feedback if response is filled out.
- 5) Dialogue
 - a. Meets Expectations: Any evidence of formal or informal discussion. Feedback: specific timelines or specific examples are good to have. If does not meet expectations, consider mentioning that the purpose of this is to provide evidence for future ACCJC visits.