

Dear Biology Department,

After focusing on clarifying and strengthening your Student Assessment Plan ([SAP](#)), we asked you to provide us with your Annual Assessment Report (which can be found [here](#) – note that you may have to log in to see the files) that shares the evidence that you collected while following your SAP and discusses your plans to make evidence-based change in the future. We recognize that Spring 2020 was a challenging semester, and appreciate the work that you continued to do in the face of those challenges to help students learn!

As you can see from the rubric, the Assessment Committee found that your presentation of evidence was strong, although you did not include the specific pieces of the rubric relevant to the learning goal that you were addressing in your report. That could be helpful for an outside audience's comprehension of your data. While the SAP gives more information about which pieces of the rubrics are relevant to Learning Goal 1, we only see an overview of the entire capstone assessment for the students. It's unlikely, but possible, that students overall reached satisfactory mastery but failed to achieve the specific pieces assessing this learning goal. We also note that, although you were unable to collect as much data as you had planned, you were able to collect enough to evaluate the learning goal. This may mean that your plans for data collection can be scaled back.

In terms of your use of evidence, again because we can't see the specific details from your direct evidence, it is more challenging to know whether you are making decisions in light of that data, but if that evidence aligns with the overall results, then your decisions meet/exceed standards.

We want to applaud your inclusion of meeting details, but it would be helpful to include the names of attendees. When we provided our template for these reports, we didn't realize how important that was, and you were one of few departments to give us information about the date and time of your meeting!

For your 20-21 annual assessment report, please refer to your [SAP](#). Your assessment cycle will give you your focus for your 2021 meeting, and your direct and indirect assessment instruments should be included as attachments to the plan. If you need to make updates to the assessment instruments (surveys, rubrics, etc) or modify your assessment cycle, please notify us and provide us with an updated SAP before scheduling your annual assessment meeting. If you would like to review your previous report, either as a reference to complete this year's reporting or to remember what this letter is referencing, you can find those [here](#). Your Annual Assessment Report is due to the Office of Assessment by **May 31, 2021**.

With best wishes for a productive assessment cycle!

Sasha and Megan



Rubric for Assessment Meeting Report 2020			
Evidence Presentation	All evidence from the SAP has been collected and is provided in the report. The evidence is presented in a way that makes sense to an outside audience.	Most evidence from the SAP has been collected and appears to be included in the report. The evidence is presented in a way that leaves an outside audience with some remaining questions	Evidence either bears no relation to the SAP or is not included in the report.
	<input checked="" type="checkbox"/> Meets/Exceeds Standards	<input checked="" type="checkbox"/> Approaches Standards	<input type="checkbox"/> Needs Attention
Use of Evidence	There is an explicit, well-reasoned connection between the assessment results and the proposed changes. If no changes are proposed, the evidence provided backs up this decision.	There appears to be an adequate connection between the assessment results and the proposed changes, but it is not explicitly explained. If no changes are proposed, the evidence provided raises some questions about this decision.	The connection between the assessment results and proposed changes are indiscernible. If no changes are proposed, the evidence provided does not support this decision.
	<input checked="" type="checkbox"/> Meets/Exceeds Standards	<input checked="" type="checkbox"/> Approaches Standards	<input type="checkbox"/> Needs Attention
Evidence of Collaboration and Communication	There is explicit and documented evidence of departmental discussions and faculty collaboration on assessment, proposing any changes, and report preparation. If the department learning goal is assessed in an individual course, discussions take place at the program level.	Evidence exists of either departmental discussions or faculty collaboration on most assessment activities. If the department learning goal is assessed in a course, discussions are mostly at the course level but do include participation by the full department.	There is insufficient evidence of departmental discussions or faculty collaboration on assessment activities. If the department learning goal is assessed in a course, no participation of the wider department is evident.
	<input checked="" type="checkbox"/> Meets/Exceeds Standards	<input type="checkbox"/> Approaches Standards	<input type="checkbox"/> Needs Attention