College Assessment Liaisons:
Top 3 Things to Look for in the Program Assessment Report

Much of the assessment feedback we provide to programs is to help them further improve their assessment processes and strategies, but there are some minimum requirements that all assessment reports must meet. The following requirements are the top things to look for when reviewing assessment reports:

1. **Each Program Learning Outcome (PLO) must be directly assessed.** Programs may include indirect measurements for their PLOs if there is also at least one direct measure per PLO. See page 12 of the *Liaison Companion Manual* for examples.

2. **Reported findings must be disaggregated by program and/or mode of delivery.** If an assessment report includes more than one program (e.g., MS/PhD, BA/BS, MEng/MS/PhD), or if one of the included programs is offered via DE technology, findings must be clearly reported for each program/mode of delivery. Alternatively, an explanation should be provided in cases where the separate results are not reported.

3. **There must be at least one content-based action.** A content-based action is one that directly affects student learning. This does not include changes to the assessment process. There must be a clear justification as to why program faculty believe the action will improve the specific PLO(s).