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Program Review Committee

MEMORANDUM -- DRAFT

Date: 2/11/25
To: Dr. Telford Work
Re: 2023-24 Annual Assessment Report

Thank you for your submission of the 2023-2024 Annual Assessment report, which we read with a great interest and appreciation for your good work. We are pleased to see that the GE Committee is taking assessment seriously and making significant strides towards helping students learn better.

Your report was evaluated using the Rubric for Evaluating Annual Assessment Reports posted on the PRC website by two committee members, Carolyn Mitten and Anna Jordan. While assessing your report, the assessors made the comments presented on pp. 1-2 of this response. It is our goal that all departments should reach "Developed" level of achievement on all the seven criteria, or be making progress toward this level. Your department has accomplished this goal, and both assessors awarded you the "Highly-Developed" rating in most rubric categories, which is excellent!

The committee would like to commend your department for

- A very thorough and well-written report.
- Excellent collaboration both with multiple department chairs and other stakeholders.
- Detailed documentation of assessment data with specific, evidence-based action items.
- Clear descriptions of assessment measures and procedures.

While assessing your report, the assessors made the following comments:

Previous PRC's Recommendations: Average Score – 4

- All previous PRC recommendations were fully addressed.

Quality of Evidence and Measuring Instruments: Average Score – 4

- The PRC appreciates the thorough data collection and analysis you've done, particularly for the writing-intensive syllabus audit and World History in Christian Perspective GE Learning Outcome.
- Appendices provide a detailed overview of rubrics used to analyze data for each key assessment as well detailed feedback and communication with departments for the writing-intensive syllabus audit.
- Description of procedures demonstrates consideration for validity and reliability of scoring.

Methods of Assessment: Average Score – 3.5

- A mix of direct and indirect measures were included, but most assessments used indirect measures.

Use of Evidence: Average Score – 4

- The report outlines intentional conversations/analysis of the evidence.
- Multiple specific implications were identified with either completed or planned action steps closely tied to the results of analysis.
- The quantity and quality of collaboration noted in closing the loop activities is commendable.

Completeness: Average Score – 4

- The report is complete.

Style: Average Score - 4

- The report is concise and well-written.

Evidence of Collaboration and Communication: Average Score -- 4

- Substantial evidence of collaboration and communication within the committee and with other departments and stakeholders is evident throughout the report.

Summary of the PRC's recommendations:

- The PRC would encourage the committee to identify benchmarks for the World History SLO moving forward, given the results of the assessment presented.
- The PRC would like to know who will follow up on the Thinking Globally syllabi revisions given Dr. Song's departure.

Thank you again for your good work, GE Committee! If you wish to discuss this memo or to discuss and finalize the current PRC's response to your annual report, please contact either Carolyn Mitten or Anna Jordan and we will schedule a meeting. If we have not heard from you by March 11th, we will consider this "draft" memo final.