Report Template for the Associate/Assistant Dean Summary Report to CASL

# Instructions

Please complete the Cover Sheet and section I for degree programs within your oversight and submit this report and the accompanying rubric to CASL by **July 8**. CASL will complete section II, in consultation with you, to provide programs with advice and outreach for future assessment activities. (See the following pages for the template.)

The purpose of the report is to ensure quality of assessment practices aligns with the *Principles and Practices of Student Learning Assessment at Loyola* and that the goals of the university’s assessment plans are met. If the reports are completed in a timely manner, the feedback will be useful to share with associate/assistant deans’ respective program faculty, particularly those with assessment responsibilities in their departments.

Please adhere to the July 8 deadline so that CASL’s portion of the review may be completed in the summer and early fall for a quick turnaround of the feedback to programs. Ideally, CASL will review these reports at the earliest fall semester meeting so that associate/assistant deans may share helpful feedback with faculty soon thereafter.

# Associate/Assistant Dean’s Summary Report to CASL:

# Degree Program Assessment Summaries by Academic Division

## Cover Sheet

Associate/Assistant Dean:

Academic Year Reviewed:

Programs Under Associate/Assistant Dean’s Oversight:

Context:

List of Program Reports Reviewed this Year:

What programs, if any, did not report this year? And why?

# Division: [Academic Division Name]

## I. Associate/Assistant Dean’s Review

(One report, comprised of sections I and II, will provide a summary of the degree programs’ assessments.)

1. Did the programs’ assessment reports meet your criteria for good student learning assessment practices and continuous program improvement? (Please use the Assoc/Asst Dean Rubric on Program Assessment Results as a guide.)
	1. What patterns of student learning assessment practices or evidence of continuous program improvement met or exceeded your criteria to be considered “good”?
	2. What improvements to reporting or assessment practices are you recommending, if any, to particular programs? Please specify which programs receive each recommendation.
2. Could the program, department, or faculty benefit from more intentional support from CASL, such as faculty development opportunities or mentoring? If so, please specify.

## II. Feedback for the Programs from CASL, in consultation with the Associate/Assistant Dean

(CASL will use the CASL Rubric on Program Assessment Practices as a guide.)