University of Houston Clear Lake
Planning and Assessment

Assessment Submission Form

Program/Dept.		Program/Dept. Contact Person	
Liaison		Program/Dept. Contact Person Email	

☐ I have read, understood, and approved the Assessment report and plan for the program/unit stated above. I confirm that the Assessment report and plan complies with the UHCL Assessment Policies and Procedures as communicated to me.

AY 2023 Results and Use of Results						
	Terms	**Needs Improvement**	**Compliant**	**Exemplary Quality**	**Liaison Shared Form Notes**	**Liaison Notes** To be completed if Needs Improvement is selected.
AY 2023 Assessment Reporting	**Results**	☐ **Incomplete findings. Findings do not prove whether targets were met, partially met, or not met.**	☐ **Addresses the targets. Evaluated with appropriate statistical models. Used the provided check box.**	☐ **Provided clear data and the provided check box. Provides solid evidence that targets were met, partially met, or not met.**	☐ **Yes, notes were shared with contact person.**	
	Use of Results	☐ **Too general, not specific. Recommendations are not made.**	☐ **Used the provided check box(es). Reflects on what was learned during the assessment cycle.**	☐ **Reflects on outcomes and the box(es) selected. Exhibits good understanding of finding implications to the program or unit. Identifies key areas that need to be monitored, remediated, or enhanced.**	☐ **Yes, notes were shared with contact person.**	

		AY 2024 Outcomes, Methods, and Criteria for Success				
	Terms	**Needs Improvement**	**Compliant**	**Exemplary Quality**	**Liaison Shared Consent Form Notes**	**Liaison Notes** To be completed if Needs Improvement is selected.
AY 2024 Assessment Planning	**Student Learning Outcome**	☐ SLO is too broad and not measurable. Confuses grades as SLO.	☐ SLO is broad, but can be measurable if rubric is well developed. Includes course where learning is measured.	☐ Clearly states the expected knowledge, skills, attitudes, abilities, and competencies that students are expected to acquire with name & course number.	☐ Yes, notes were shared with contact person.	
	Program Outcome	☐ Describes a process rather than a function, purpose, or initiative. Unclear how PO will be observed or measured.	☐ PO is appropriate but language may be vague.	☐ Clearly describes the program's contribution to the fundamental purpose.	☐ Yes, notes were shared with contact person.	
	Method	☐ Method is not identified or effectively described.	☐ Method can be identified and reflects good methodology.	☐ Method can be clearly identified as direct or indirect and reflects good methodology.	☐ Yes, notes were shared with contact person.	
	Criteria for Success	☐ No or few benchmarks or targets identified. Targets are not clearly defined; language is vague and subjective.	☐ Basic level of achievement was described. Targets may seem subjective.	☐ Targets are specific, detailed, measurable, and related to the method.	☐ Yes, notes were shared with contact person.	
	Tier 2	☐ Not selected	☐ Selected one	N/A		

For questions contact: Assessment@uhcl.edu