

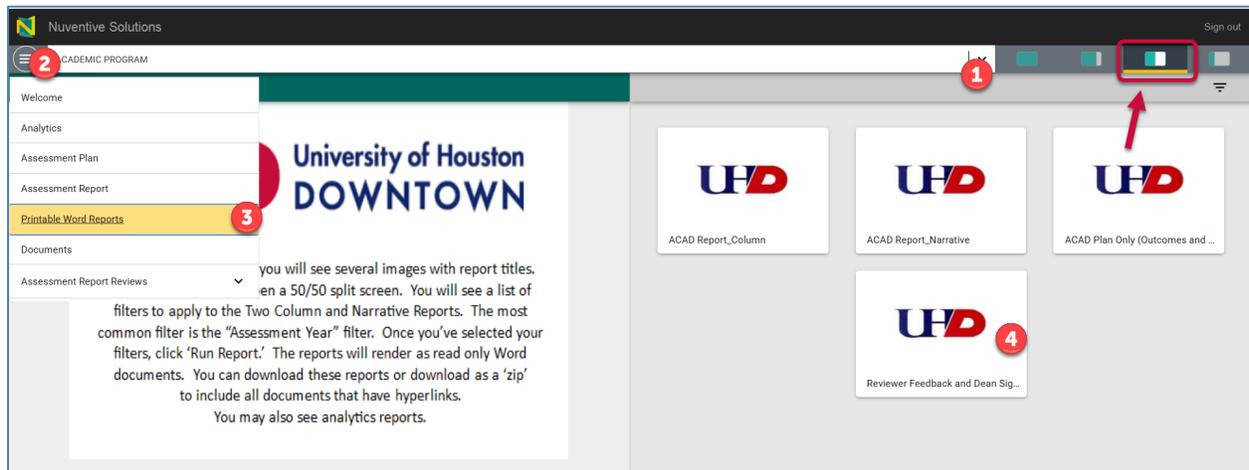


Generating Reviewer Feedback and Dean Signature Summary Reports for Educational Programs

Assessment reports will go through a Quality Assurance review, during which feedback will be provided by assessment staff, Chairs, or other individuals responsible for oversight. This review process will be complemented by a Dean sign off, and all review comments and feedback will be captured in a single report titled, “**Reviewer Feedback and Dean Sign-Off Summary.**”

To access this report, go to the **Printable Reports** area by following these instructions:

Select your program/unit from the **Unit Drop-Down Menu** (1), use the **Hamburger Icon** (2) to select **Printable Word Reports** from the **Platform Menu** (3), and then select the **Reviewer Feedback and Dean Sign-Off Summary** tile from the right-hand side of the screen (4). If you do not see this tile, click on the **50/50 Split Screen/Layout Icon**.



FILTER THE REPORT

To view the **Reviewer Feedback and Dean Sign-Off Summary**:

1. Select the academic year for which the report was created
2. Click the Run Report button

Report Settings **RUN REPORT**

Select the years of feedback you wish to display in the report

Report Year in Review
View All | v

Once you generate the **Reviewer Feedback and Dean Sign-Off Summary**, it will appear in the format shown below:

Reviewer Feedback

2023 - 2024

Assessment Report Rubric and Feedback

REVIEW STATUS

Name and Title of Reviewer
sedef smith

Criterion 1: Implemented Changes
Did you observe what you are looking for?
No

Feedback/Suggestions for Improvement
This section is missing documentation of data based changes. Describe the actions taken based on data from the last time the outcome was assessed.
No improvement strategies have been implemented since the last assessment of the outcome. Provide a rationale for this.

Criterion 2: Results
Did you observe what you are looking for?
Yes

Criterion 3: Data Conclusion
Did you observe what you were looking for?
No

Feedback/Suggestions for Improvement
Data conclusion does not seem accurate. Review the data to ensure the conclusion aligns with the evidence.

Criterion 4: Interpretation
Did you observe what you were looking for?
Yes

HOW TO READ THE REVIEWER FEEDBACK AND DEAN SIGN-OFF SUMMARY REPORTS

To make sense of this report, it is important to understand the lens through which reviewers approach their evaluations. The structure and content of the feedback you received reflect the criteria the reviewers used during the review process. Familiarizing yourself with [the rubric](#) that formed the basis of their review will help you interpret the feedback accurately and use it meaningfully.

- At the top, you will see the academic year for which the report was generated. The feedback you have received corresponds specifically to the report submitted for that year, as shown below.

Reviewer Feedback

2023 - 2024

- Under **Review Status**, you will find the name of the reviewer, along with their title.
- The feedback summary is organized by criteria, labeled as Criterion 1, Criterion 2, and so on – each representing a key area of focus within [the rubric](#).

Criterion 1: Implemented Changes
Did you observe what you are looking for? 
 No

Feedback/Suggestions for Improvement
 This section is missing documentation of data based changes. Describe the actions taken based on data from the last time the outcome was assessed.
 No improvement strategies have been implemented since the last assessment of the outcome. Provide a rationale for this.

Criterion 2: Results 
Did you observe what you are looking for?
 Yes

Custom Feedback
 You are not interpreting by saying we reached our target

Criterion 3: Interpretation
Did you observe what you were looking for?
 Yes

- Reviewers were provided with specific expectations (“look-fors”) for each criterion. Using these as a guide, they indicated with a Yes or No whether they observed what they were looking for in your report.

Criterion 1: Implemented Changes
Did you observe what you are looking for?
 No 

Feedback/Suggestions for Improvement
 This section is missing documentation of data based changes. Describe the actions taken based on data from the last time the outcome was assessed.
 No improvement strategies have been implemented since the last assessment of the outcome. Provide a rationale for this.

Criterion 2: Results
Did you observe what you are looking for?
 Yes 

Custom Feedback
 You are not interpreting by saying we reached our target

Criterion 3: Interpretation
Did you observe what you were looking for?
 Yes

- Any time a reviewer selected No, they were asked to provide you with constructive feedback. The language you will see under **Feedback/Suggestions for Improvement** was selected by the reviewers from a predefined drop-down menu. What the reviewer provided as feedback here should point you to specific areas for improvement. Please use these suggestions to strengthen your report.

Criterion 3: Interpretation
Did you observe what you were looking for?
 Yes

Feedback/Suggestions for Improvement 
 Avoid statements like "We are satisfied with the results." Dig deep into the data, ask questions, uncover insights even if the target was met.

Criterion 4: Data Conclusion
Did you observe what you were looking for?
 No

- In some cases, reviewers may have provided **custom feedback** when the predefined drop-down options did not fully capture what they observed in your report. Please use these observations to strengthen your report.
- Finally, reviewers provided an overall evaluation of your report, categorizing it as one of the following:
 - Exemplary
 - Foundationally Strong with Opportunities for Growth
 - Needs Improvement

OVERALL EVALUATION ←

Based on your observations, what is your overall evaluation of this assessment report?

Needs Improvement

Understanding the descriptions of these categories is key to interpreting the overall assessment of your report – we’ve listed them below for your reference.

	<p>Exemplary The report demonstrates thoughtful engagement with the assessment process, showing alignment with the “look-fors” and receiving “Yes” responses across all criteria. It stands out as a model report.</p>
	<p>Foundationally Strong with Opportunity for Growth The report is foundationally strong, with “Yes” responses in three essential areas: Results, Interpretation, and Use of Results. Opportunities for growth exist in others, as evidenced by “No” responses. Feedback and suggestions for improvement provided by the reviewer(s) should guide revisions to help refine and enhance the report for greater alignment and impact.</p>
	<p>Needs Improvement The report provides a starting point for further development. While there are “Yes” responses, the prevalence of “No” responses across the criteria highlight the need for focused attention. Feedback and suggestions for improvement provided by the reviewer(s) should guide revisions to help refine and enhance the report for greater alignment and impact.</p>

Please note that the **Reviewer Feedback Summary** includes a running record of feedback from multiple reviewers. Depending on how many individuals provided their reviews, the report may span several pages. At the very end, you will find the Dean’s sign-off and overall feedback, if the Dean has already completed their evaluation.

As authors/writers of assessment reports, you are expected to use the feedback and evaluations provided by the reviewers and your Dean to revise your reports, as needed.