

**Rubric for HLC Progress Report:
Interim Assessment Reports**

Department/Program/Unit: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

PART ONE: INTERIM ASSESSMENT PLAN		
1. Program Learning Outcome (PLO)		
	Does Not Meet Requirements	Meets Requirements
Learning Outcome Language & Measurable/Observable	<input type="checkbox"/> At least one learning outcome is identified, but not written in learning outcome language and not measurable / observable.	<input type="checkbox"/> At least one learning outcome is identified, written in learning outcome language, and measurable / observable.
Comments: Click here to enter text.		
2. Method of Direct Assessment		
	Does Not Meet Requirements	Meets Requirements
Direct Measures of Student Learning (portfolios, rubrics, embedded assignments, lab reports, etc.)	<input type="checkbox"/> No direct measure of student learning identified	<input type="checkbox"/> Direct Measure is identified, and seems well matched with learning outcome being assessed
Assessment Criteria	<input type="checkbox"/> No criteria for assessment have been identified	<input type="checkbox"/> Specific criteria have been identified for the assessment of student work/learning (if rubric/matrix is used, it is included)
Comments: Click here to enter text.		
3. Identification of Course and Instructor		
	Does Not Meet Requirements	Meets Requirements
Courses, sections, and instructors	<input type="checkbox"/> Course(s), section(s), and instructor(s) have not been identified for the purpose of assessment	<input type="checkbox"/> Course(s), section(s), and instructor(s) have been identified for the purpose of assessment

PART TWO:INTERIM ASSESSMENT REPORT		
4. Assessment Results		
	Does Not Meet Requirements	Meets Requirements
Results/Findings	<input type="checkbox"/> Little to no evidence from assessment results/findings presented, or not linked to PLO.	<input type="checkbox"/> Evidence from assessment results are presented and linked to PLO(s); results are presented in an organized way and charts/graphs/tables (which are encouraged) add clarity to the assessment findings
5. Reflection on Findings		
Reflection on Student Learning	<input type="checkbox"/> Little to no discussion of what the assessment results reveal about student learning	<input type="checkbox"/> Thoughtful discussion included on what the results reveal about student learning in the course/program with specific references to the findings
6. Future Efforts		
Explanation of how results will be used to guide future efforts	<input type="checkbox"/> Little to no explanation for how the results will be used to guide future efforts	<input type="checkbox"/> Thoughtful explanation included for how the assessment results will be used to guide future efforts in the course and/or program and future plans seem well matched with the findings
Comments: Click here to enter text.		