



## ANNUAL ASSESSMENT TEAM REPORT FORMAT (To be used by QEC)

<b>REPORT CONTENTS</b>		
Does the report contain primary contact person and information?	<b>Y</b>	<b>N</b>
Does the report clearly indicate the name of the program, the college to which it reports, and the year covered by the report?	<b>Y</b>	<b>N</b>
Does the report include names and particulars of the members of the Program Team?	<b>Y</b>	<b>N</b>
Does the report indicate the time frame for completing the Report?	<b>Y</b>	<b>N</b>
Does the report contain a summary of the assessment method(s) for outcome assessed?	<b>Y</b>	<b>N</b>
Does the report contain a summary of the assessment results?	<b>Y</b>	<b>N</b>
Does the report identify the group(s) who participated in the discussion of the assessment result and proposed changes?	<b>Y</b>	<b>N</b>
Does the report provide specific recommendations for changes or improvements based on the assessment result?	<b>Y</b>	<b>N</b>
Does the report specify who will be responsible for implementing the proposed change(s)?	<b>Y</b>	<b>N</b>
Does the report identify the resource needed to implement the proposed change(s)?	<b>Y</b>	<b>N</b>

<b><i>Feedback on Report Contents</i></b>	<b><i>Comments</i></b>
<b><i>Assessment Methods / Results</i></b>	
Does the summary indicate any modifications from the method(s) outlined in the Program Assessment Plan?	
Does the summary clearly identify the person responsible and the procedures employed for data collection and analysis?	
Does the summary provide specific details of the results of the assessment?	
Does the summary identify the extent to which the outcome was achieved?	
Does the summary provide a description of the process used to disseminate the results and with whom they were compared?	