1. <u>Peer Reviewers</u>: If student identifying information is found anywhere in the SAC report, email Susan and Chris *immediately* (swilson@pcc.edu, christopher.brooks3@pcc.edu). If a problem is reported, Susan/Chris will delete this line once it has been addressed; if not, peer reviewers delete this line.

2. <u>Peer Reviewers</u>: Email the coach once peer reviewers are in agreement. A peer reviewer deletes this line after coach has been emailed to conduct the coach review.

3. <u>Coach</u>: <COACH name, and email> The coach deletes this line when the coach review is complete (and, if needed, suggested changes to feedback have been discussed with the peer reviewers and completed). Coach then contacts peer reviewers to complete the feedback input form (link below.)

4. <u>Peer Reviewers</u>: Enter info below into the <u>Feedback Input Form (link)</u>. The peer reviewer who enters the information deletes this line *after* entry. (Must be logged into MyPCC to open the form.)

Confidential

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Summer 2017 Peer Review Feedback - RRF

Assessment of Student Learning

LDC/DE SAC: <SAC initials, name>

Outcome

State the Core Outcome being assessed for this submission.
Communication (C or COMM) Community and Environmental Responsibility (C&ER) Critical Thinking and Problem Solving (CT&PS) Cultural Awareness (CA) Professional Competence (PC) Self-Reflection (SR) SAC-Created / Experimental (EXP)
Core Outcome:

Overall Mechanics of Reporting

CHECK POINTS	Link to plans/reports: LAC website	Y/N/NA
ALL	1. Is the report complete with minimal errors/omissions?	
COMMENT		
RRF 3C/D/E/F 5G APPENDICES	2. Has all student identifying information been removed and does the process of this appear sound and, whenever possible, ensure the anonymity of the instructor?	
COMMENT		
ALL	3. Are all documents (attachments, etc.) essential to reviewer understanding present? [exception for secured testing materials]	
COMMENT		
RRF 5C/D	4. Have numerical results been reported (e.g., frequencies/percentage of student attainment of benchmarks, trend analysis, rubric levels or checklist results, etc.) or is the SAC	

	conducting a qualitative analysis?	
COMMENT		
OVERALL COMMENT		
	TOTAL Y/NA	/4

SAC Participation/Coordination

CHECK POINTS		Y/N/NA
RRF 3E	1. If faculty are performing the ratings, are both full and part-time faculty evaluating student work?	
COMMENT		
RRF 7A/B/D	2. Are there plans to inform all relevant members of the SAC of the results of the assessment project and to provide the necessary training (if needed)?	
COMMENT		
OVERALL COMMENT		
	TOTAL Y/NA	/2

Assessment Process

CHECK POINTS		Y/N/NA
RRF 2H	If 'Preliminary/Exploratory has been selected, mark items 2 & 3 below 'NA'	
RRF 2C APPENDICES	1. Was a direct assessment conducted or was a compelling rationale for using an indirect assessment presented?	
COMMENT		

		Y/N/NA
RRF 2/I/J/K RRF 5A Enrollment Document	2. If population is not used, does the sample size meet LAC guidelines?	
COMMENT		
RRF 2H/I/J Enrollment Document	3. Does the assessment use the population or a recommended sampling strategy (i.e. random, systematic, or stratified)?	
COMMENT		
RRF 5B	4. If a rubric was used, was inter-rater reliability at recommended levels (70% or higher)?	
COMMENT		

RRF 6A
APPENDICES
	5. Does the report show a meaningful way of reporting numerical results? Specifically, are
	
	    1. benchmark attainment rates reported directly (without averaging away meaning); and
	    2. has summary outcome data been reported in a meaningful, disaggregated way?	

COMMENT		
OVERALL COMMENT		
	TOTAL Y/NA	/5

Student Achievement

CHECK POINTS		Y/N/NA
RRF 3B APPENDICES	1. Are levels of student achievement (benchmarks) identified or is this identification in process?	
COMMENT		
IAPS RRF 1 A/B RRF 2D/3B RRF 6A APPENDICES	2. Is the description of student achievement and possible changes to tools and processes, clearly connected to the identified core outcome and is the reassessment project clearly connected to the original assessment project?	

COMMENT		
RRF 5C/D/E/F RRF 6A RRF 7A/B/C/D APPENDICES	3. Are the SAC's responses consistent with the data?	
COMMENT		
OVERALL COMMENT		
	TOTAL Y/NA	/4

Summary

CATEGORIES	SCORE
Overall Mechanics of Reporting	
SAC Participation/Coordination	
Assessment Process	
Student Achievement	
TOTAL	/14

Message from the LAC Chair and Vice-Chair:

Thank you for participating in the ongoing assessment of our students achievement! This is valuable work that sometimes requires additional support: get in touch with the LAC chair or vice-chair (Chris Brooks and Wayne Hooke), or with your assessment coach if you have questions about last year's project, this feedback, or next year's project.

Best wishes!

Chris & Wayne