

Steps in Sharing Assessment Results/Evidence

*Adapted from: Ball State University, Assessment Workbook (1999),
Southeast Missouri State University, Busy Chairperson Guide to Assessment (2001), &
University of Massachusetts – Amherst, OAPA Handbook*

1. Who should share and discuss results with?

The first step in assuring that results are used is to share them with departmental faculty members. Faculty members who were involved in the assessment efforts could present their findings to all faculty members in the department or a smaller group of faculty such as those on a departmental/program curriculum or planning committee. The department's policies and practices for curriculum adoption, review, and evaluation might indicate what faculty groups should discuss the assessment results.

Depending on the department's assessment needs, further reports or presentations could be shared and discussed with a variety of additional audiences. Possibilities include:

- Students in department/program
- Alumni
- Employers
- Advisory Boards
- Colleagues at other institutions

2. When should results be shared?

Results should be shared and discussed with relevant stakeholders (e.g. faculty, students, employers, alumni, advisory boards) prior to making final recommendations on how the results are interpreted and used. Establishing a set calendar for these discussions each semester or year is recommended. For example, some departments have dedicated one of the department's monthly faculty meetings or established yearly planning retreats just for the purpose of discussing their assessment results.

3. What should be shared?

When sharing results you want to consider who is the audience and what do they need to know to make conclusions about the assessment process and its results. At its most basic, when considering results these audiences should know:

- What was assessed?
- How was it assessed?
- Why was it assessed?
- What were the results?

4. How could results be shared?

When sharing results you could record actual results or share expected or unexpected findings. Which approach you use depends on your audience, type of assessment methods used, and the kind of discussion that needs to take place. For most audiences, a simple descriptive report with a visual display is sufficient. See “**Chart & Table Examples**” for ideas on how to visually display results.