

## Appendix L: Evaluation Tool for Assessing the Quality Focus Essay

AP= Action Projects

QFE= Quality Focus Essay

1. The QFE describes two or three areas, Action Projects (AP), coming out of the institutional self evaluation upon which the institution has decided to act.

Place an "x" under the description that best fits your assessment of this factor:

Missing- 0 points	Not described adequately- 1 point	Not a significant part of the QFE- 1 point	Addressed adequately in the QFE- 2 points	Addressed well in the QFE- 3 points

2. The Action Projects (AP) come out of the institution's examination of its effectiveness in providing student learning and achievement in the context of its mission.

Place an "x" under the description that best fits your assessment of this factor:

Missing- 0 points	Not described adequately- 1 point	Not a significant part of the AP- 1 point	Addressed adequately in the AP - 2 points	Addressed well in the AP - 3 points

3. The data and analysis used as a basis for selecting the AP are described.

Place an "x" under the description that best fits your assessment of this factor:

Missing- 0 points	Not described adequately- 1 point	Not a significant part of the AP - 1 point	Addressed adequately in the AP - 2 points	Addressed well in the AP - 3 points

**Question 1-3 Assessment Narrative:**

7. The anticipated outcomes and impact on academic quality and institutional effectiveness are detailed for the AP.

Place an "x" under the description that best fits your assessment of this factor:

Missing- 0 points	Not described adequately- 1 point	Not a significant part of the AP - 1 point	Addressed adequately in the AP - 2 points	Addressed well in the AP - 3 points

8. The AP outcomes are observable and measurable.

Place an "x" under the description that best fits your assessment of this factor:

Missing- 0 points	Not described adequately- 1 point	Not a significant part of the AP - 1 point	Addressed adequately in the AP - 2 points	Addressed well in the AP - 3 points

9. The AP are related to the Accreditation Standards and are consistent with other portions of the institution's Self Evaluation Report.

Place an "x" under the description that best fits your assessment of this factor:

Missing- 0 points	Not described adequately- 1 point	Not a significant part of the AP - 1 point	Addressed adequately in the AP - 2 points	Addressed well in the AP - 3 points

**Question 7-9 Assessment Narrative:**