

CAS

Work Form A

Assessment, Ratings, and Significant Items

INSTRUCTIONS:

Step One: This work form should be completed following a review of the individual ratings of the team members. Examine the ratings of each criterion statement by the team members and record the following in the form below:

- **Discrepancies:** Item number(s) for which there is a substantial rating discrepancy (two or more ratings apart). These items will need to be discussed further by team members.
- **Strengths:** Item number(s) for which all participants have given a rating of 4 and 5, indicating agreement that the criterion Exceeds the standard or is Exemplary.
- **Needed Improvements:** Item numbers for which all participants have given a rating of 1 and 2, indicating agreement that the criterion Does Not Meet or Partly Meets the standard.

Items not listed in one of these categories represent consensus among the raters that practice in that area is satisfactory, having been rated a 3, which indicates Meets the standard. Items rated 0 because of Insufficient Evidence/Unable to Rate should be listed in Needed Improvements.

Step Two (below): List the items needing follow-up action for improvement and indicate what requires attention. The team or coordinator should consider including any criterion measure rated as being not met by any reviewer, as well as those with significant discrepancies that are not resolved by team discussion.

Part Number	Part	Discrepancies	Strengths	Needed Improvements
1	Mission			
2	Program			
3	Organization and Leadership			
4	Human Resources			
5	Ethics			
6	Law, Policy, and Governance			
7	Diversity, Equity, and Access			
8	Institutional and External Relations			

9	Financial Resources			
10	Technology			
11	Facilities and Equipment			
12	Assessment and Evaluation			

Step Three: List item number(s) for each Part determined to merit follow-up, and describe the practice weaknesses that require attention.

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