

Assessment and Action Plan Checklist

1
Specify
& Plan

Develop five to seven student learning outcomes that describe what students will know or be able to do by the end of the academic program.

Create a curriculum map to show how the student learning outcomes are addressed in the curriculum and where direct measures may be obtained.

Identify at least two measures for each student learning outcome (either one direct measure and one indirect measure or two direct measures).

Establish criteria for each identified measure indicating how the academic program's competency will be determined.

Periodically set aside a formal time to review the Phase 1 components (student learning outcomes, measures, and criteria) and update or revise as necessary.

Designate a person to lead the implementation of the assessment and action plan and submit the annual progress report.

Provide faculty members with access to an updated copy of the assessment and action plan and curriculum map.

2
Collect
& Analyze

For direct measures, designate faculty from selected course(s) to collect data/information. Collected data should relate specifically to the student learning outcome(s) being assessed.

Collect data/information from designated indirect measures.

Build time into regular faculty meetings for program level assessment conversations. Keep meeting minutes.

When reviewing the data from direct and indirect measures, consider:
The *strengths* and *weaknesses* observed across the selected measure(s) related to the student learning outcome being assessed.

Discuss how the academic program may be improved and develop plans for how recommendations or actions will be implemented.

3
Action
& Follow-up

Determine and document the impact of actions implemented previously.

Update the assessment and action plan document and submit the annual assessment progress report.

Sustain a well-designed and manageable assessment plan and process to inform decision-making.