

**As you prepare for assessment reporting, please review the following:**

- ✓ All intended outcomes have been linked to the updated Strategic Plan priorities and objectives.
- ✓ All intended outcomes have been linked to the college/school and/or division's performance indicators.
- ✓ Each assessment plan include the minimum number of expected outcomes.
  - 3-5 for ACADEMIC PROGRAMS
  - 2-3 FOR ACADEMIC AND STUDENT SUPPORT SERVICES
- ✓ Review current intended outcomes. For any outcomes that will not be assessed next year, mark historical; otherwise, update the outcome year for each current intended outcome.
- ✓ The assessment plan does not include duplicate intended outcomes.
- ✓ Each outcome is assessed by at least one direct method and a measurable criterion.
- ✓ The assessment plan(s) include(s) outcomes, methods, and criteria that produce actionable data.
- ✓ Each assessment method includes a statement to explain how the assessment is being conducted such as a brief description of the rubric or survey items.
- ✓ Assessment methods that are no longer part of the assessment plan should be marked as inactive.
- ✓ A result is reported for each assessment method.
- ✓ Each reported result statement ties back to the method and criterion.
- ✓ Each of the current year's result statements link back to the previous year's use of results.
- ✓ At least half of the result trends reported are action planning with a use of results statement that includes a concrete plan of improvement.
- ✓ A use of results has been reported for each result.
- ✓ Supporting documentation is uploaded for both assessment methods and results, as appropriate. Examples include blank surveys linked to assessment methods and de-identified student data or survey data for assessment results.

#### **Academic Programs, only**

- ✓ The verb selected for the outcome is aligned to the expected level of learning and the assessment method.
- ✓ For programs offered at different levels, student learning outcomes reflect academic progression. For graduate programs, this includes an assessment of content knowledge and research activities and/or professional practice and training.