I. LEARNING OUTCOMES

Describe your student learning outcomes using measurable verbs and specific content. Specify when the student should be able to attain outcome (e.g., graduating students will..., after their first year, students will...)

II. Learning Experiences Mapped to Outcomes

Provide information about where in the curriculum each program learning outcome is covered. Consider providing a grid with course prefixes along the top row and learning outcomes down the side. Mark an X in the columns where the outcome is taught in the corresponding course.

III. METHODS FOR GATHERING ASSESSMENT RESULTS

Describe the measure(s) you use to assess student learning for EACH learning outcome. Consider including the following information:

a. What type of measure is it (e.g., Multiple choice test, essay graded with a rubric, portfolio, checklist)?
b. Where in the curriculum is the measure administered? List specific course abbreviation or the place in the curriculum when students tend to take the course (e.g., spring semester of the second year).
c. If it isn’t obvious, briefly explain how the measure is appropriate for the stated outcome. How do you ensure that the test/rubric/checklist is explicitly linked to the learning outcome?
d. If possible, provide a copy of the rubric or a test outline that shows the link between the measure and the learning outcome.

Describe the process by which you collect assessment results:

e. How is the assessment administered? Is it given at the beginning of the semester, the end of the semester, or outside of class?
f. Is the assessment high stakes (i.e., is it given for a grade?).
g. If the assessment is administered during class, are there multiple course sections taught by multiple faculty members? How do you ensure consistency in data collection between sections?

IV. SPECIFYING A TARGET FOR SUCCESS

Specify the target score or level of achievement that indicates student success on the stated outcome. Consider the following:

a. How do you determine if students are meeting the learning outcome (i.e., What score on the measure would make you satisfied that students are meeting the learning outcome?)
b. How did you decide on this target for success?

V. PRESENCE AND INTERPRETATION OF RESULTS

Clearly provide the results from the measure(s). Please include the following information:

a. The number of students who completed the assessment. Are all of these students enrolled in the program or are you just using class attendance (Best practice is to only include results from students in the program of interest)?

b. The scores from the assessment that directly relate to the learning outcome.

c. Interpret the findings relative to the target score. Did students meet the target? If not, why do you think students did not meet the outcome? If yes, be sure to state that students are meeting the learning outcome.

d. If you have implemented an action plan to improve performance on this outcome, do the results illustrate an improvement in student performance? If yes, interpret the growth with respect to the program improvement. To what degree do you think the program changes were responsible for the improvement? If results did not improve, will you stick with the program improvements specified in the action plan or will you create a new action plan?

VI. IDENTIFYING AND IMPLEMENTING IMPROVEMENTS BASED ON ASSESSMENT RESULTS

If students are not meeting the learning outcome, provide an action plan that you will implement next academic year to improve performance. Consider the following information:

a. A description of the proposed program modifications. Provide as much detail as possible.

b. A general timeline for implementation. Which semester will you implement this plan? When will the action plan be fully implemented?

c. Any resources required for implementation.

d. An update on any prior action plans. Were they fully implemented? Are they still being implemented? Did they have to be terminated or placed on hold?