Program Learning Outcome Assessment Plan Template

General Information

Academic Year of Implementation: *2010 – 2011*

Academic Program / Discipline Area (for General Education) or Co-Curricular Program Area:

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Planning Team:

Planning Team Leader(s)[1]	Campus	E-mail Address	Phone Extension	Mail Code
Planning Team Members[2]	**Campus**	**E-mail Address**	**Phone Extension**	**Mail Code**

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[1] Planning Team Leaders assume the responsibility for coordinating activities associated with the expectations for the design, approval and implementation of Assessment Plans. See the attached documents entitled ***Program Outcome Assessment Plan Approval and Improvement Process*** and ***Program Outcome Assessment Plan Approval and Improvement Process – Student Affairs***

[2] Planning Team membership, whenever possible, should reflect the ***Principles for selection of members for assessment plan work teams***. For faculty teams the principles include: Collegewide representation where possible; Full-time faculty from the respective program / discipline (tenured, tenure track, and Non-Tenure Earning 4 / 8 / 10 month faculty); Adjunct faculty when an adequate number of full-time faculty do not teach in the program / discipline; Faculty from both disciplines or programs when an outcome is assessed in two programs or a program other than the primary discipline. For plans developed in Student Affairs planning teams should include the following: Collegewide representation where possible; Staff from the targeted program area; Part-time Student Affairs professionals when an adequate number of full-time staff do not work in the targeted program area; Faculty / staff from other program / discipline areas working on the same or similar outcomes; Students representation when possible.

Learning Outcomes and Performance Indicators

Academic Program / Discipline Area (for General Education) or Co-Curricular Program Area:	

Targeted Program Learning Outcome:	**Targeted Course(s), Co-Curricular Program or Student Activity associated with the Academic Program:**
	Targeted Outcome(s) within the Course(s), Co-Curricular Program or Student Activity identified above:
Performance Indicators for the Program Learning Outcome(s) selected:	**Performance Indicators for Outcome(s) within the Course(s), Co-Curricular Program or Student Activity selected:**

Common Assessment (What assessment method (written assignment, speech, test, etc.) will you use to assess student ability related to the program / course outcome(s) selected):
Description of the Proposed Common Assessment (Common assessments should be designed to ensure a balance between (1) the need for a consistency within the program in order to ensure comparable student artifacts and (2) the need for reasonable flexibility in order to encourage faculty judgment in the design and delivery of learning activities)**:**
Proposed Assessment Instrument (In some cases the assessment method may not need an associated assessment instrument – e.g., multiple choice tests):

Implementation Process

Approval Process

Activities Associated with the Approval of Assessment Plans	Completion Date	Person Responsible	Action taken
Draft assessment plan is circulated for input to reviewers appropriate to the program / discipline			
College-wide live or e-mail / Blackboard discussion will be coordinated to consider input received			
Draft assessment plan is revised to reflect input			
Current voter eligibility list for curriculum will be used to vote on draft assessment plan			

Collection of Student Artifacts (

What information needs to be communicated to students concerning the assessment process (informed consent, etc.)?
How will student artifacts or data associated with student performance be collected?

If student artifacts are to be collected based on a random sample of students registered for the course or participating in the program / activity, what characteristics should the sample include?
How will information about faculty / staff participation in the assessment project be communicated?
Who will be responsible for coordinating the collection of student artifacts?
At what point in the academic year / semester will the student artifacts be collected?

Program Level Assessment / Evaluation of Student Artifacts and Analysis of Results

When will student artifacts be assessed / evaluated?
Which faculty or staff from the program/discipline will evaluate student artifacts?

What training / preparation / information will faculty or staff need in order adequately assess / evaluate the student artifacts collected?
When will the results / data associated with the assessment plan be analyzed?
What training / preparation / information will faculty or staff need in order to analyze the results data associated with this assessment plan?
What additional sources of data might allow faculty / staff to better understand and act on the results of this assessment plan?
In order to ensure curricular and programmatic alignment, who else should be included in this conversation (e.g., faculty from related discipline areas in General Education)?
How will the assessment results be disseminated to stakeholders (Faculty, Staff, Advisory Boards, etc.)?

Improvement Plan and the Use of Assessment Results

What do the results of this assessment plan suggest about changes / improvements needed within the curriculum (targeted course(s), co-curricular program or student activity)?
What changes to the common course outlines, if any, need to be considered?
What do the results of this assessment plan suggest about changes / improvements to the program assessment process?