

Directions for Assessment Form

Program/Department/Division:

Department Chair:

Semester:

College Mission: *We are a diverse learning and teaching community committed to improving individual life and society through high quality, accessible educational programs and engaged learning opportunities.*

Program/Department/Division Mission Statement:

I. Assessment Plan

Learning Goal:

Course Prefix/Number:

Course Title:

Lead Instructor:

The lead instructor's role is to communicate the plan to all faculty members involved and to coordinate implementation of the plan and analysis of results. (If there is more than one learning outcome to be assessed, there may be more than one lead instructor.)

Intended Learning Outcomes:

List what students will be able to do (in relation to the above learning goal) upon successful completion of this course.

The Plan:

- What? *Describe the performance or task to be measured. (This could be an essay, a question or questions on an exam, a lab assignment, a project, etc.)*
- Why? *State the rationale for choosing this particular process for this particular goal.*
- How? *Explain how the results will be measured. (This could be a rubric, a checklist, or any other standard of measurement.)*
- When? *State the target date for collecting the data. (Most likely this will be by the end of the semester during which the plan is implemented.)*
- Who? *Identify who will review the results. (This will probably be the lead instructor, the department chair, and other faculty.)*

Remember: Since accurate assessment measures the achievement of only those students who have successfully completed the course or program, only include those students when collecting your data.

- Criteria for Success: *Establish a benchmark to determine success. (One way is to establish a percentage of students who meet the outcome to an acceptable level, which should be listed here as well.)*

II. Assessment Results

- What were the results? *After the data has been collected and analyzed, list the quantifiable results in relation to the benchmark used to determine success.*
- What was learned? *Describe what was learned from the above results. For instance, could certain changes (such as textbook selection, better communication among faculty, greater emphasis on certain concepts, or upgrading equipment) lead to future improvements in student learning?*

III. Action Plan

Explain how the assessment results will be used to improve student learning.