

Assessment Form Checklist

Section	Criteria for Evaluation	Y	N	Notes
Top	Is all of the basic information listed and correct?			
Mission	Do the learning outcomes reflect the mission?			
Intended Student Learning Outcomes	<ol style="list-style-type: none"> 1. Are the outcomes clearly defined? 2. Are they measurable? 			
Lead Instructor(s)	Is it clear who will lead the assessment process for each outcome listed?			
Process	<ol style="list-style-type: none"> 1. Is the rationale for selecting this process clearly stated? 2. Is it clear what performance or task will be used to measure student learning? 3. Will the process lead to results that are measurable and evaluated uniformly against a designated standard? 4. Are the target dates listed and appropriate? 5. Is it clear who will analyze the results? 			
Criteria for Success	<ol style="list-style-type: none"> 1. Are the benchmarks realistic? 2. Would meeting or exceeding the benchmarks indicate program/course success? 3. Were only those students who successfully completed the program or course used in results? 			
Summary of Results and Analysis of Data	<ol style="list-style-type: none"> 1. Are the listed results quantifiable? 2. Is it clear what was learned from this assessment process? 			
Action Plan	Is it clear what steps will be taken to improve student learning?			