

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