

Assessment Plan review checklist

| | yes | no | |
|---|--------------------------|--------------------------|--|
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | Department name is indicated |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | Program name is indicated |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | Plan submission date is indicated (including revision dates separated by commas, if applicable) |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | Person completing the Plan is indicated |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> | Year the Plan takes effect is indicated |
| Assessment Plan table | | | |
| 6 | <input type="checkbox"/> | <input type="checkbox"/> | ISLOs are indicated for each PSLO when applicable |
| 7 | <input type="checkbox"/> | <input type="checkbox"/> | Each Assessment Method column is completed (Where, When, What) |
| 8 | <input type="checkbox"/> | <input type="checkbox"/> | ≥1 PSLO will be assessed each year of the 4-year assessment cycle: 2022, 2023, 2024, 2025 |
| 9 | <input type="checkbox"/> | <input type="checkbox"/> | Performance Criteria column is completed |
| 10 | <input type="checkbox"/> | <input type="checkbox"/> | Target percentage Goals are identified for at least “do not meet” and “meet” |
| 11 | <input type="checkbox"/> | <input type="checkbox"/> | Target percentages = 100% for each PSLO |
| Procedure & timeline for reviewing results | | | |
| 12 | <input type="checkbox"/> | <input type="checkbox"/> | Person analyzing assessment results is indicated |
| 13 | <input type="checkbox"/> | <input type="checkbox"/> | Timeline for sharing assessment results is indicated |
| 14 | <input type="checkbox"/> | <input type="checkbox"/> | Timeline for meeting with Dean or Dean’s Assessment Fellow is indicated |
| Rubrics | | | |
| 15 | <input type="checkbox"/> | <input type="checkbox"/> | Rubrics are appended for each PSLO, with titles matching the Performance Criteria column |
| 16 | <input type="checkbox"/> | <input type="checkbox"/> | The beginning of each rubric has minimum passing scores/grades included for each identified level of performance |