**Assessment Planning Template**

**Part 1: Assessment Plan Outline**

The answers to the following questions may be used in the development of your assessment plan. For Section B, only an overview of what you intend to do, and how you intend to do it is needed. A more detailed plan may be presented in an Appendix.

* The goal of learning outcomes assessments is to identify the degree to which the program is meeting its educational goals, as specified in the learning outcomes.
* A well designed assessment plan will allow you to discover systemic weaknesses in the program (i.e., areas the program is failing to address sufficiently) as well as areas of program strength.

***Questions to Guide the Assessment Plan Overview***

Who?

*Who will be involved in the development of the assessment methodology, and who will carry out the assessments themselves? Can this be rolled into the responsibilities of an existing committee? Does a new committee need to be created?*

How?

*How will the assessments be conducted? What types of evidence will be used? (e.g, MREs). How will this evidence be assessed? (e.g., Reviewer’s report).*

When?

*Provide a tentative schedule for assessing each learning outcome by typing an “x” in the appropriate box. Aim for 1-2 learning outcomes per year.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Learning Outcomes | 2020-2021 | 2021-22 | 2022-23 | 2023-24 | 2024-2025 |
| LO1 |  |  |  |  |  |
| LO2 |  |  |  |  |  |
| LO3 |  |  |  |  |  |
| LO4 |  |  |  |  |  |

Dissemination plan:

*Describe your plans to communicate the findings of the assessments. Will a document be created and circulated? Will oral presentations be made at faculty/staff meetings?*

Assessment action plan:

*How will the results of the assessments be used or put into action? One strategy is to formulate recommendations based on the findings, around which an action and implementation strategy can be formed.*

**Part 2: Detailed Description of Assessment Plan and Summary of Findings**

*(Can be included an Appendix of the Self-Study)*

Complete the following table for each specified Learning Outcome.

|  |  |
| --- | --- |
| **LO1.** | |
| **Program component** |  |
| **Sources of evidence** |  |
| **Collection procedure** |  |
| **Assessment criteria** |  |
| **Assessment method** |  |
| **Reliability and validity checks** |  |
| **Schedule** |  |
| **Summary of observations** |  |
| **Recommendations** |  |
| **Action plan** |  |
| **Dissemination** |  |

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| --- | --- |
| **LO2.** | |
| **Program component** |  |
| **Sources of evidence** |  |
| **Collection procedure** |  |
| **Assessment criteria** |  |
| **Assessment method** |  |
| **Reliability and validity checks** |  |
| **Schedule** |  |
| **Summary of observations** |  |
| **Recommendations** |  |
| **Action plan** |  |
| **Dissemination** |  |

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| **LO3.** | |
| **Program component** |  |
| **Sources of evidence** |  |
| **Collection procedure** |  |
| **Assessment criteria** |  |
| **Assessment method** |  |
| **Reliability and validity checks** |  |
| **Schedule** |  |
| **Summary of observations** |  |
| **Recommendations** |  |
| **Action plan** |  |
| **Dissemination** |  |

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| --- | --- |
| **LO4.** | |
| **Program component** |  |
| **Sources of evidence** |  |
| **Collection procedure** |  |
| **Assessment criteria** |  |
| **Assessment method** |  |
| **Reliability and validity checks** |  |
| **Schedule** |  |
| **Summary of observations** |  |
| **Recommendations** |  |
| **Action plan** |  |
| **Dissemination** |  |