

Annual Assessment Plan Checklist



Program: _____

Reviewer: _____

Date: _____

Assessment Plan Element	Yes	No	Comments
Program Mission			
Is the Mission aligned to the University Mission?			
Is the Mission clear and specific to the program?			
Program Learning Outcomes (PLOs)			
Are at least 2 PLOs tested for assessment this cycle?			
Is each PLO aligned with the Program Mission?			
Does each PLO start with a measurable action verb? “Understand,” “appreciate,” or “value” <u>are not</u> acceptable verbs.			
Does each PLO focus on one outcome?			
Does each PLO focus on a student outcome rather than an instructor’s action?			
Does each PLO identify specific content knowledge or skills that students should have upon completion of the program?			
Does each PLO specify who should be assessed (e.g., “Graduating Seniors in Biology B.A. program...”)?			

Measures

Are there at least 2 measures per PLO?			
Does each PLO include at least one direct measure?			
Are the measures clearly aligned to the Program Learning Outcome (PLO) specified?			
Do the measures contain specific detail as to how they align to the Program Learning Outcome (PLO) specified?			
Is there a brief description of each measure and its scoring instrument?			
Is each measure evaluated independently (no multiple measures)?			
Is the measure course embedded (No extra credit)?			
Is the measure free of using overall course grade or course completion?			

Benchmarks

Is the benchmark directly aligned with each measure?			
Is the benchmark written in the correct format? “XX% of students will earn a grade/rating of YY or higher on the [name of exam/project].” “XX% of students will [pass/successfully defend] the [licensure exam/dissertation] on the first attempt.” “XX% of respondents will report that [use scale points from survey item].”			
Does the benchmark avoid using a set goal of 100%?			

Does the Benchmark exemplify the appropriate level of rigor for students at the end of their program?			
Does the Benchmark identify and justify a specific desired result? (Special Note: Justification is only necessary to receive an exemplary score on the planning rubric.)			
Data Collection			
Does the plan identify specifically where assessment will take place?			
Does the plan identify specifically when assessment will take place?			
Does the plan identify specifically who or whom will be responsible for collecting the data?			
Improvements			
Does the plan reflect improvements or modifications proposed in the 2020-2021 report?			
If not, is a different PLO being measured?			