



## Onboarding Checklist for New Program Coordinators

### Academic Program Assessment

#### No previous assessment experience? Start here!

Resources on OIARP's website:

- [Assessment 101](#) – General information about the assessment process, terminology, learning outcomes, measurement strategies, and data-informed decision-making.
- [What is Program Assessment?](#) - A summary of the process followed by programs at Texas A&M International University to assess and document assessment of learning.

#### Ready for specifics?

- [Request HelioCampus access](#) for Program Assessment.
- Review the [HelioCampus User Guide](#) and/or watch [this helpful video](#) (4 min).
- Review the comprehensive [Academic Program Assessment Guidelines](#) manual.
  - This manual includes specific information about the documentation requirements and expectations for each Assessment Plan & Report section. Valuable information is covered on every page, including the FAQ sections.
  - To summarize the minimum requirements and the rubric OIARP uses to assign Scores to reports, visit [this webpage](#).
- Locate and read previously completed assessment reports, including the embedded feedback from Department Liaisons and OIARP.
  - [How to locate past assessment reports](#)
  - Pay particular attention to:
    - Which PLOs have been assessed and when. Ideally, all identified PLOs will be assessed within a 5-year period.
    - Internal feedback from Department Academic Liaison embedded throughout the form.
    - OIARP comments & Rubric Scores

## Faculty Collaboration

All program faculty must be involved in (or at least aware of) current assessment priorities and strategies. Program assessment is most meaningful when faculty collaborate to collect data and make curricular decisions based on that data.

Questions to consider:

- Is there a departmental or program assessment committee that discusses assessment regularly?
  - Assessment Reports are due each Fall in October; OIARP recommends convening faculty in September to discuss results and develop action(s) for learning improvement.
- Is program assessment a standing agenda item in department meetings? If not, can it be added?
- Who in the department/program knows existing programmatic assessment strategies? What can you learn from them?
- Where is there overlap between program learning outcomes and course learning outcomes in “core” courses? Are there existing assignments, projects, papers, quizzes, or exams in these courses that could be used to strengthen the assessment strategy?
- Who is responsible for collecting and analyzing student learning data?
- Where is assessment data housed internally (department network drive, Google Drive, etc.)?