Program Level Assessment Planning Template

This template is designed to help you structure your Learning Outcomes Assessment Plan. The following reporting fields are exactly as they appear in Xitracs. Completing this planning template first will allow you to easily copy/paste and import the information.

**Name of Program**

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| *Example: BA Sociology* |

**Academic Program Coordinator**

*The person responsible for overseeing and reporting program-level outcomes.*

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**Description of Program**

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| *Example: The BA Sociology major is designed to teach undergraduate students the sociological perspective, which incorporates three central aspects:** *The recognition of the preeminence of social structures and their influences, and of micro and macro-level social processes.*
* *The role of logic and of the scientific method in the acquisition of knowledge.*
* *The enduring link between the individual's experience and larger social processes*.
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**Outcome 1:**

*Include a title/label for your outcome (e.g., “Learning Outcome 1” or “Communication Outcome”).*

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**Measure A:**

*For each outcome, describe the means (e.g., assignment, written work, exam, exit interview) used to assess the extent to which the outcome has been achieved. Include the data collection plan/timeline. If the measure uses a sample, describe the sampling procedure.*

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| **Measure:****Data Collected:***For each assessment measure used, report the data that have been collected during this cycle.***Analysis of Data:***For each assessment measure used in this cycle, describe the programs’ analysis of the data collected and what they indicate about attainment of the outcome.  Also, include any longitudinal analysis of this outcome.***Improvement Based on Analysis:***Based on the analysis, describe the actions the unit has taken or will take to improve attainment of the outcome.* |

**Measure B (if applicable):**

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| **Measure:****Data Collected:****Analysis of Data:****Improvement Based on Analysis:** |

 **\*Copy/paste for additional measures if needed.**

**Outcome 2:**

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**Measure A:**

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| **Measure:****Data Collected:****Analysis of Data:****Improvement Based on Analysis:** |

**Measure B (if applicable):**

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| **Measure:****Data Collected:****Analysis of Data:****Improvement Based on Analysis:** |

 **\*Copy/paste for additional measures if needed.**

**\*Copy/paste for additional Outcomes**

**Additional Narrative (Optional)**

*Include any additional information relevant to understanding this cycle’s assessment*

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**Schedule for Assessing Outcomes:**

*Please indicate in the table below the schedule for deploying assessment measures for each outcome:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Learning Outcome | 2020-21 Measures | 2021-22 Measures | 2022-23 Measures | 2023-24 Measures |
| 1 | A/B |  |  | A/B |
| 2 |  | C |  |  |
| 3 | D | D | D | D |
| Additional as needed |  |  |  |  |
| Additional as needed |  |  |  |  |