

# Program Assessment Checklist

## ***Getting Started***

- 1. Develop faculty consensus on the mission of the department/ program (optional, the University and each College has a mission statement posted on the UGS Web site).
- 2. Establish goals based on that mission – general aims or purposes of the program and the curriculum (optional).
- 3. Establish faculty consensus on student learning outcomes (related to the goals, if your department has them).
- 4. Establish timeline for data collection, analysis of data, and faculty discussion of results and ways to improve student learning.
- 5. Determine where in the program to measure the degree to which students meet Student Learning Objectives
- 6. Select assessment activities, techniques or measures (standardized exams, oral exams, embedded exam questions, class assignment, employer survey, etc, see Table 1)

## ***Cyclical***

***Every SLO must go through at least one complete assessment cycle in each Program Planning period. Areas in which student learning does not meet program expectations should be assessed more frequently.***

- 7. Collect and analyze data
- 8. Review and modify the program and/or assignments based on analysis of the data
- 9. Collect and analyze data to determine whether changes were beneficial
- 10. Re-examine and modify mission, goals and objectives based on analysis of the data

## ***Reporting***

- 11. Archive and report program assessment according to current Program Planning Guidelines