

Assessment Plan Design Checklist

What is our level of assessment?

- University-wide
- Graduate/Undergraduate education
- Programs
- Courses
- Services/Departments
- Other _____

Are there other assessment requirements that need to be considered?

- Curriculum committee requirements
- Professional accreditation
- Professional licensing
- Middle States review
- Other _____

From whom will we collect data?

- Entering students
- Current students
- Exiting students
- Staff or Faculty
- Employers of graduates
- Alumni
- Other _____

What do we want to know?

- Student knowledge of subject matter
- Skills competency
- Attitudes
- Satisfaction
- Career outcomes
- Other _____

Who will see the resulting information?

- Accrediting bodies
- State and federal agencies
- Curriculum committee
- Advisory committees
- Deans/Administrators
- Other faculty and/or staff
- The department/office
- Students
- Alumni
- Data sharing consortiums
- Other _____

How will the data be used?

- Internal decision-making
- Curricular revisions
- Program revisions
- Reports to constituents
- Other _____

How often will data be collected?

- One-time assessment
- Each semester
- Annually
- Cyclically
- Other _____

What existing information is available to the department/office?

- Program participation
- Use of services
- Demographic data
- Student academic profile data
- Retention, enrollment, or graduation rates
- Transcripts
- Course-taking patterns
- Data from existing surveys
- Other _____

What methods can be used to generate additional information needed by the department/office?

- Entrance/First Contact surveys
- Program/use of services/attendance data
- Course expectations and satisfaction surveys
- Exit interviews
- Faculty/Staff interviews or surveys
- Portfolios
- Standardized test scores
- Other _____