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 __________________