ASSESSMENT REPORT CHECKLIST

1. ASSESSMENT PLANNING

☐ Identify/craft program level student learning outcomes – Handout: Writing Learning Outcomes
☐ Use a Curriculum Map (also available as a tab in the Assessment Report Template linked below) to align outcomes with program content
☐ Identify student activities or assignments that will be used to assess learning outcomes – Handout: Identifying Assessment Instruments
☐ Select and create a tool to help evaluate student learning (checklist, test questions, rubric, etc.); if appropriate, add student learning outcomes to Canvas and align with assignments
☐ Organize what student work will be collected, how it will be evaluated, and the process by which the results will be analyzed

2. PREPARE THE REPORT

☐ Re-access the report submitted on SharePoint last year and add AY 15-16 assessment results to the correct tab (or download the undergraduate Assessment Report Template from APAA website)
☐ Enter Assessment Plan details and update the years on the report tabs if necessary
☐ Collect and clean data.
☐ Organize any department meetings to review and analyze assessment results.
☐ Draft report
☐ If necessary, contact Assessment Office with questions or for initial feedback

3. SUBMIT REPORT

☐ Access SharePoint via the APAA website; if you have trouble logging in contact Beverly Dirks for assistance
☐ Follow the SharePoint Instructions also found on the APAA website for uploading your report

WHOM TO CONTACT FOR WHAT

Katrina Machorro (7-2171) or Heath Henry (7-9650)
- General assessment questions
- Questions about report completion
- Initial review or feedback of report
Beverly Dirks (7-7463)
- Access to SharePoint
- Technical help with submission process
Janine Trempe
- Department/School/College level concerns or feedback