




Academic Program Assessment and Action Plan Checklist

| Phase | Check Box | Tasks |
|--|--------------------------|--|
|  Specify & Plan | <input type="checkbox"/> | Develop five to seven student learning outcomes that describe what students will know or be able to do by the end of the academic program. |
| | <input type="checkbox"/> | Create a curriculum map to show how the student learning outcomes are addressed in the curriculum and where direct measures may be obtained. |
| | <input type="checkbox"/> | Identify at least two measures for each student learning outcome (two direct measures or either one direct measure and one indirect measure). |
| | <input type="checkbox"/> | Establish criteria for each identified measure indicating how the academic program's competency will be determined. |
| | <input type="checkbox"/> | Periodically set aside a formal time to review the Phase 1 components (student learning outcomes, measures, and criteria) and update or revise as necessary. |
|  Collect & Analyze | <input type="checkbox"/> | Designate a person to lead the implementation of the assessment and action plan and submit the annual progress report. |
| | <input type="checkbox"/> | Provide faculty members with access to an updated copy of the assessment and action plan and curriculum map. |
| | <input type="checkbox"/> | For direct measures, designate faculty from selected course(s) to collect data/information. Collected data should relate specifically to the student learning outcome(s) being assessed. |
| | <input type="checkbox"/> | Collect data/information from designated indirect measures. |
| | <input type="checkbox"/> | Build time into regular faculty meetings for program level assessment conversations. Keep meeting minutes. |
| | <input type="checkbox"/> | When reviewing the data from direct and indirect measures, consider: The strengths and weaknesses observed across the selected measure(s) related to the student learning outcome being assessed. |
|  Action & Follow-up | <input type="checkbox"/> | Determine and document the impact of actions implemented previously. |
| | <input type="checkbox"/> | Discuss how the academic program may be improved and develop plans for how recommendations or actions will be implemented. |
| | <input type="checkbox"/> | Update the assessment and action plan document and submit the annual assessment progress report. |
| | <input type="checkbox"/> | Sustain a well-designed and manageable assessment plan and process to inform decision-making. |

Additional Resources

The Assessment Working Team is available for consultation and can work with faculty to develop and implement assessment and action plans. Contact the Assessment Working Team at assessment@syr.edu for more information. You can also visit our website, effectiveness.syr.edu, for information, announcements, and resources on assessment and institutional effectiveness.