# Assessment and Action Plan Worksheet for Student Learning Outcome

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| **Program** | **School/College** |
| **Contact Person** | **Contact Email** |

**Identify the learning outcome assessed in academic year 2023-24. If more than one outcome was assessed, please use the template to provide a separate document for each outcome.  Student learning outcomes for each academic program are listed in the** [**course catalog**](http://coursecatalog.syr.edu/)**.**

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| **Note** | At least two measures are used to assess a learning outcome, one of which must include student work (e.g., project, presentation, research paper, etc.). |

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| **Measure 1** | | | |
| **Measure Title** (e.g., SYR 340 final paper)  If the measure is from an academic course, write **course prefix and number \_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Measure Description** (e.g., A rubric will be used to assess the final paper. Students’ papers will be evaluated on the quality of the thesis statement, argumentation, evidence, conclusion, sources, citation mechanics, and organization/writing.). | | | |
| **Criteria** (e.g., Using a rubric with a scale of 1-5, 85% of students will achieve a rating of 4 or 5 on the final paper). | | | |
| **Measure Results**   * Results can be summarized (e.g., 45% achieved a 4 and 40% achieved a 5 on the rubric) OR * Results can be provided as counts of students who have “exceeded,” “met,” “partially met,” and “did not meet” the criteria. (e.g., 5 exceeded, 12 students met, 2 partially met and 1 did not meet the criteria). | | | |
| **Please indicate if the criteria for the above measure was “Met” or “Not Met”**  \_\_\_\_\_\_ Met  \_\_\_\_\_\_ Not Met | | | |
| **Analysis and Interpretation** (Based on the results, discuss the students’ strengths and areas where they may be underperforming, as well as what subgroups of students (e.g., first-year, senior, first generation/continuing generation, part-time/full-time, etc.) are doing well and what they are struggling to learn. Discuss potential curricular and programmatic changes that should be considered.) | | | |
| **Action** | | | |
| **Identify one action item.** | | | |
|  | Revise Curriculum |  | Collaborate with Another Department/Unit/Program |
|  | Modify Position/Personnel |  | Implement New Program/Services |
|  | Restructure Outcome Statement |  | Modify Physical Environment |
|  | Modify Policies/Procedures |  | Community Partnership |
|  | Revise Measurement/Assessment |  | Maintain Assessment Strategy |
|  | Adopt Or Expand Technologies |  | Other: |
|  | Gather Additional Data |
|  | Additional Training |
|  | Revise Benchmark/Target |
| **Please indicate action status, except if the action is “Maintain Assessment Strategy”:**  \_\_\_\_\_\_ Not Started  \_\_\_\_\_\_ In progress  \_\_\_\_\_\_ Complete | | | |
| **Briefly describe the action in detail:** | | | |
| **Action Recommended Due Date:** | | | |
| **Measure 2** | | | |
| **Measure Title** (e.g., SYR 340 final paper)  If the measure is from an academic course, write **course prefix and number\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Measure Description** (e.g., A rubric will be used to assess the final paper. Students’ papers will be evaluated on the quality of the thesis statement, argumentation, evidence, conclusion, sources, citation mechanics, and organization/writing.). | | | |
| **Criteria** (e.g., Using a rubric with a scale of 1-5, 85% of students will achieve a rating of 4 or 5 on the final paper). | | | |
| **Measure Results**   * Results can be summarized (e.g., 45% achieved a 4 and 40% achieved a 5 on the rubric) OR * Results can be provided as counts of students who have “exceeded,” “met,” “partially met,” and “did not meet” the criteria. (e.g., 5 exceeded, 12 students met, 2 partially met and 1 did not meet the criteria). | | | |
| **Please indicate if the criteria for the above measure was “Met” or “Not Met”**  \_\_\_\_\_\_ Met  \_\_\_\_\_\_ Not Met | | | |
| **Analysis and Interpretation** (Based on the results, discuss the students’ strengths and areas where they may be underperforming, as well as what subgroups of students (e.g., first-year, senior, first generation/continuing generation, part-time/full-time, etc.) are doing well and what they are struggling to learn. Discuss potential curricular and programmatic changes that should be considered.) | | | |
| **Action** | | | |
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|  | Restructure Outcome Statement |  | Modify Physical Environment |
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|  | Adopt Or Expand Technologies |  | Other: |
|  | Gather Additional Data |
|  | Additional Training |
|  | Revise Benchmark/Target |
| **Please indicate action status, except if the action is “Maintain Assessment Strategy”:**  \_\_\_\_\_\_ Not Started  \_\_\_\_\_\_ In progress  \_\_\_\_\_\_ Complete | | | |
| **Briefly describe the action in detail:** | | | |
| **Action Recommended Due Date:** | | | |

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| **Conclusion** |
| **Outcome Conclusion** (Synthesize the analysis of the two measures and what the findings mean in relation to the achievement of the outcome). |
| **Based on both measures determine if the outcome is “Met” or “Not Met.”**  \_\_\_\_\_\_ Met  \_\_\_\_\_\_ Not Met |

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| **Feedback** | **Would you like feedback on the program’s assessment and action plan?**  \_\_\_\_\_\_Yes  \_\_\_\_\_\_No |

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| **Participation and Communication in the Assessment Process** | | | |
| Please indicate which of the following best describes the portion of the faculty/staff who participated in discussions about assessment results and actions that may be taken? | | | |
| **Academic Programs** | | **Co-Curricular Programs/Units** | |
|  | All faculty associated with the program |  | All staff associated with the program/unit |
|  | A majority of the faculty associated with the program |  | A majority of the staff associated with the program/unit |
|  | Less than half of the faculty |  | Less than half of the staff |
|  | In committee |  | In committee |
|  | It was just me |  | It was just me |
|  | Other (please state): |  | Other (please state): |
| Please indicate if the assessment results and potential actions have been communicated to the following key constituents:  \_\_\_\_\_\_ Faculty  \_\_\_\_\_\_ Staff  \_\_\_\_\_\_ Students  \_\_\_\_\_\_ Alumni  \_\_\_\_\_\_ Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |