

Planning & Self-Study Assessment and Action Plan Worksheet

Enter information in the shaded boxes and click in the checkboxes to mark a response.

Learning Outcome

Measures, Criteria, Results, and Findings

Two measures at a minimum are used to assess a learning outcome, one of which must include a direct outcome measure.

Measure 1

Measure 1 Method

Indicate the type of measure

- Assignment (Direct)
- Capstone (Direct)
- Exam – Certification/Licensure (Direct)
- Exam - Course (Direct)
- Field Assessment (Direct)
- Performance (Direct)
- Portfolio (Direct)
- Presentation (Direct)
- Project (Direct)
- Quiz - Course (Direct)
- Focus Group (Indirect)
- Interview (Indirect)
- Survey (Indirect)

Measure 1 Title

Give the measure a title; if it is from an academic course, indicate the course prefix and number

Measure 1 Description

Describe the measure

Target/Criterion 1

Example: 85% of students will score 4 or 5 on a 5-point rubric, or 95% of applications are completed and processed by the semester deadline.

Measure 1 Results

Results can be summarized or added via file upload; learning outcome results can also be entered as counts of students who have met or not met the target.

Measure 1 Status

- Approaching
- Not Met
- Partially Met
- Not Met

Findings | Analysis of the Results for Measure 1

Discuss strengths, areas for improvement or where a student may be underperforming, and what the results of *this measure* mean for the achievement of the outcome.

Measure 2

Measure 2 Method

Indicate the type of measure.

Note: If you do not have a second measure, proceed to the Actions section.

- Assignment (Direct)
- Capstone (Direct)
- Exam – Certification/Licensure (Direct)
- Exam - Course (Direct)
- Field Assessment (Direct)
- Performance (Direct)
- Portfolio (Direct)
- Presentation (Direct)
- Project (Direct)
- Quiz - Course (Direct)
- Focus Group (Indirect)
- Interview (Indirect)
- Survey (Indirect)

Measure 2 Title

Give the measure a title; if it is from an academic course, indicate the course prefix and number.

Measure 2 Description

Describe the measure.

Target/Criterion 2

Example: 85% of students will score 4 or 5 on a 5-point rubric, or 95% of applications are completed and processed by the semester deadline.

Measure 2 Results

Results can be summarized or added via file upload; learning outcome results can also be entered as counts of students who have met or not met the target.

Measure 2 Status

- Approaching
- Not Met
- Partially Met
- Not Met

Findings | Analysis of the Results for Measure 2

Discuss strengths, areas for improvement or where a student may be underperforming, and what the results of *this measure* mean for the achievement of the outcome.

Actions

Action 1

Action 1 Type of Action

- Restructure Outcome Statement
- Revise Measurement/Assessment
- Gather Additional Data
- Revise Benchmark/Target
- Implement New Programs/Services
- Community Partnership
- Modify Position/Personnel
- Modify Policies/Procedures
- Adopt or Expand Technologies
- Additional Training
- Collaborate with Another Department/Unit/Program
- Modify the Physical Environment
- Maintain Assessment Strategy
- Other

Action 1 Description

Action 1 Recommended Due Date