Program Assessment Plan Implementation CHECKLIST

To implement your program level assessment plan and sustain a focus on achievement of the program student learning outcomes, please review the following essential assessment practices:

☐ Each program faculty member has an updated copy of the program-level assessment plan and/or the plan is stored electronically for all to access.

☐ The program has a designated person leading the implementation of the assessment plan. Faculty members are aware of who is leading the assessment initiatives.

☐ The program has a person who communicates and works directly with faculty teaching the courses that are assessment opportunities during each assessment cycle (e.g., developing scoring guides, benchmarks, and acting as a resource).

☐ The program has an electronic or hard copy repository for scoring guides or rubrics that are accessible by all faculty members (can be housed in AMS).

☐ The program has a formalized data collection process so that faculty are able to easily submit course data as appropriate based on the designated assessment cycle.

☐ The program has a structured, formal, annual time to review the program assessment plan and revise or update as needed.

☐ The program builds time into regular meetings to review and discuss program-wide scoring guides or rubrics.

☐ The program has a structured, formal, annual time to engage all faculty to review results from program assessment, share data, plan, and discuss recommendations or improvements.

☐ The program has moved the plan into the Assessment Management System (AMS) and each program faculty member has a view into the workspace.

☐ The program has a designated person to complete RIT’s Annual Student Learning Outcomes Assessment Progress Report.

☐ The program faculty are committed to sustaining a meaningful and manageable assessment plan.

Questions?
Call (5-2310) or click rit.edu/outcomes

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