

Program Assessment Plan Implementation **CHECKLIST**



To implement your program level outcomes assessment plan (PLOAP) 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 PLOAP 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 effort.
- 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 PLOAP and revise or update it 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 PLOAP into the Assessment Management System (AMS) to sustain implementation and archive findings and materials.
- 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 PLOAP.

Questions?

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