

Spring 2020 In-service Assessment Checklist

| Name (Please Print) | | | | | |
|---------------------------------|-------------|-------------|---|---|--|
| Department | | | | | |
| Program | | | | | |
| Status | | | Activity | Date Due | |
| Completed | In Progress | Not started | | | |
| | | | Cultural/Social Awareness Rubric assessment has been completed and turned in <ul style="list-style-type: none"> ● Not all instructors need to complete this; ask assessment your assessment champion | See Assessment Champion | |
| | | | Cultural/Social Awareness Program Reassessment report has been completed and turned in <ul style="list-style-type: none"> ● Not all instructors need to complete this; ask assessment your assessment champion | ~Fall 2019 courses due March 1 ~Spring 2020 courses due May 15 | |
| | | | Closing the Loop Form completed, comparing last two Cultural/Social Awareness Programs to complete; assessment has been turned in <ul style="list-style-type: none"> ● Not all instructors need to complete this; ask assessment your assessment champion | ~Fall 2019 courses due March 1 ~Spring 2020 courses due May 15 | |
| | | | Course Outcomes have been modified to ensure they are measurable and relevant; all changes have been turned in <ul style="list-style-type: none"> ● all instructors teaching the same course should come to a consensus on the course objectives ● all instructors (regardless of teaching modality) must include these objectives on their individual course outline | See Assessment Champion | |
| | | | Program Outcomes have been reviewed/ modified to ensure they are measureable and relevant; all changes have been turned in <ul style="list-style-type: none"> ● all instructors teaching within the same program should come to a consensus on the program outcomes | See Assessment Champion | |
| | | | Curriculum Mapping has been completed and turned in <ul style="list-style-type: none"> ● this is to be completed within your program to determine <ul style="list-style-type: none"> ○ which courses align with the program outcomes & ○ which program outcomes align with the general education outcomes | May 15 | |
| | | | A plan for the Communications Program Assessment has been created and turned in <ul style="list-style-type: none"> ● all instructors teaching with the same program should work on this document | May 15 | |
| What still needs clarification? | | | | | |
| Signature | | | Date | | |

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PLEASE TURN THIS INTO YOUR ASSESSMENT CHAMP AT THE END OF IN-SERVICE