

Guide for Program Assessment Plan for the 2024-2025 Cycle

Assessment Plan

This assessment plan guide is meant to help departments prepare for the 2024-2025 assessment cycle and the ongoing revision of the student learning experience for your academic program. *Use this worksheet to gather, organize, and pre-record content for your report before completing the 2024-2025 Assessment Report form.*

Step 1: Assessment administration in the department

1. **Who will lead the assessment work?** (identify an individual or team who will coordinate the implementation of the plan)
2. **How will assessment information be shared within the department/program?** (typically during an annual meeting of the department/program faculty, regular meetings, Assessment Day, etc.)
3. **What is the plan for production of the Annual Assessment Report?**
(the Annual Assessment Report includes the materials that form the basis of discussion at meetings of the department/program faculty, along with any recommendations made after considering the student learning assessment information presented; a template will be provided to collect this information)

Step 2: Assessment Planning

What questions, issues, or concerns about student learning in your program do you want to address? Looking at your program's student learning outcomes, write one question (or more) you would like to pursue this year to learn more about student learning at the program level.

Remember: While not every learning outcome needs to be assessed every year, all need to be assessed over a 5-8 year period. The expectation is for some assessment work to take place every year, such as collecting evidence, interpreting evidence, or implementing changes.

What? Question: *What question do you have about student learning at the program level?*

Student Learning Outcome(s): *What program-level student learning outcome(s) is/are associated with this question?*

How? Sources/Methods for acquiring evidence: *What are your sources of evidence?*

Develop assessment strategies to determine how students are meeting learning expectations.

Describe what measure (direct/indirect) will be used in assessing the learning goal and where you will collect the evidence. Examples of direct assessment: Capstone experiences and embedded tests/activities. Indirect measures use surveys, course evaluations, or other approaches that reveal students' perceptions of their learning.

So What? Results and Action: *Faculty review the assessment activity findings to determine if students are meeting the expectations and identify ways to improve the program, if necessary.*

Assessment Day: April 3, 2025

Assessment Reports due by June 30, 2025

Assessment Website: <https://www.carthage.edu/faculty-staff/assessing-student-learning-outcomes/Questions?> Email Associate Provost Maribel Morales, mmorales@carthage.edu