**INSTRUCTIONS for using this form:**

1. Replace the yellow highlighted information with your program’s information.
2. Once you’re satisfied with your responses, copy and paste them into the correct boxes in Compliance Assist ([wayne.compliance-assist.com](http://www.compliance-assist.com)).

(Contact the WSU Director of Assessment, Cathy Barrette, at c.barrette@wayne.edu if you need access to or training for Compliance Assist.)

**3. Outcome Assessments** (at least one measure for each outcome):

Number: [INSERT NUMBER, e.g., 1.0. Assign a unique number to each outcome as a reference code, e.g. 1.0, 2.0]

Title: [The title should be something that identifies the degree program (e.g., **BA CLASSICS)**, the item type and number (e.g., **A1**, where A stands for Assessment), and a short descriptive title (e.g., **Employer** **Survey).** The full title would be:“**BA CLASSICS\_A1\_Employer Survey**”]

Progress: [The software gives the following options: “In Progress”, “Completed” and “Not started”. Leave one of these phrases after “Progress.”]

Providing Department: [Your program name; for example, “**BA Classics**”]

a. Assessment Method: *How is the achievement of this learning outcome being measured? How will data be collected to provide evidence of this outcome?*

[Identify:

1. what the data source is (scores from exams, surveys, presentations, etc.)
2. who the data is collected from (e.g., students in course X, majors in their final semester)
3. how the data will be gathered and by whom
4. how often/when data will be gathered
5. who will evaluate/score it
6. what criteria will be used to evaluate/score it
7. what the evaluation scale is (%? SD – SA? 0-5? P/F?)
8. the criteria for acceptable performance (e.g., 85% pass rate, an average 75% score, 80% agree or strongly agree)
9. who will review the results and when they will be reviewed]

b. Results: *What specific evidence do you have that your students are or are not achieving this learning outcome?*

[Provide an objective statement of the degree to which students met the program’s performance criteria for each learning outcome

* + - Summary of scores or responses for the group
		- Concrete, specific statement of whether students met the target level of performance (e.g., “*63% of students met the criterion for assessment 1, which was below/above the target number* ”)
		- A statement of whether the results *met*, *failed to meet*, or *exceeded* the target or criterion level of performance.
		- Attach data files to support your summary
			* Omit student identifiers (e.g., names, ID numbers)
			* Include references to any data files in your summary]

c. Results from Surveys Delivered through*Baseline*:

[Optional: If you have conducted a survey in the online survey software named *Baseline,* you can directly connect your Baseline survey to your assessment plan in this section. Otherwise, skip this section.]

 d. Program Action Plan: *Give specific examples of how your program has used/ plans to use this evidence to improve student learning.*

[An action plan stating what steps you will take based on the results of each assessment, such as:

* Identify at least one area of the program or of the assessment plan that will be monitored, remediated, or enhanced
* State at least one logical step the program will take in response to that area to improve or monitor the program (e.g., modify curriculum; change assessment tool; work with advisors to encourage taking classes in a better order, etc.).
* Identify a person or group responsible for carrying out step of the action plan.]

 e. Timeline for Action Plan Implementation: *What is your timeline for achieving this learning outcome?*

[Provide the program’s schedule for carrying out the action plan.]

 f. Reporting to Stakeholders: *How are your results and actions reported to the public and various stakeholders?*

[Explain the program’s plan for communicating the results of the program assessment to stakeholders, such as communicating the report to:

* + Students and their parents
	+ Administrators
	+ Community members and supporters
	+ Alumni

Through

* Your department’s website
* Public presentations
* Publication
* Newsletters, etc.

Audience-appropriate information about what you did, why, what you found, and how and when you will use it.

* + Format and content may vary across groups

Include how/where/when you will disseminate the report to your stakeholders.]

 f. Additional Information: (Optional) *Anything else you would like to share about your program’s assessment of student learning*