

Below is a template that is designed to facilitate assessment. It is a useful tool for gathering basic assessment information in a standard format.

WEAVEonline Assessment Worksheet				
Department:				Assessment cycle/year:
Entity Mission/Purpose				
Goals:				
<i>Ex. Program will produce well-prepared graduates.</i>				
Goal 1.				
Goal 2.				
Goal 3.				
Assessment Summary				
Outcomes/Objectives	Measure(s)	Achievement Targets	Findings	Action Plans
<i>Ex. Students will demonstrate proficiency in oral communication.</i>	<i>Rubric applied to capstone project presentations.</i>	<i>80% of students will achieve a score of 3 or higher on the rubric.</i>	<i>Not met: 60% of students scored a 3 or higher.</i>	<i>Provide tutorials and practice sessions for oral presentations once a month through the tutoring center.</i>
1.				
2.				
3.				
4.				
5.				
Analysis Questions				
<i>Ex. Based on your findings and action plans, what primary changes will you make for student learning? Program outcomes? Changes to the assessment process?</i>				
1.				
2.				
Annual Report Items				
<i>Ex. Contributions to other initiatives, Executive Summary, Annual Highlights, Teaching and Research Activities, etc.</i>				
1.				

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