

**Assessment Plan Submission Checklist**  
**Academic Programs**  
(Degree Programs, Minors, Certificates)

**Goal:** Broad statement of mission or purpose that serves as a guiding principle of a unit

- Aligned with the definition of a Goal
- Aligned with the overall mission/purpose of the program
- The number of Goals is appropriate for the size of the program or unit.

**Learning Objective:** A specific, measurable statement of the knowledge or skills students are expected to gain from instruction or training

- Aligned with the definition of a Learning Objective
- Aligned with the respective Goal.
- At least two Learning Objectives per Goal.
- Focuses on one specific behavior
- Written in measurable terms

**Indicator:** The method, instrument, process, or technique used to measure and evaluate a learning objective; the means of gathering data

- Aligned with the definition of an Indicator
- Aligned with the Learning Objective
- At least one appropriate direct method of measurement per objective
- Type of Indicator identified
- Includes contextual information (data source, collection method, frequency/timeline)

**Criterion:** The benchmark, value, or result that will represent success at achieving a learning objective

- Aligned with the definition of a Criterion
- Aligned with the Indicator
- One Criterion for each Indicator
- Feasible/Reasonable
- Includes contextual information (how/why Criterion was selected)

**Findings:** A clear and concise summary of the information/data gathered from an assessment indicator

- Aligned with the definition of Findings
- Aligned with the Indicator/Criterion
- Summary of Findings for all Indicator/Criterion
- Clear explanation regarding why the criterion was met, partially met, or not met.
- Includes actionable data that can clearly be used for improvement

**Action:** Specific steps taken to improve a program or unit based on an analysis of assessment findings

- Aligned with the definition of an Action
- Aligned with the Findings
- Identifies an area that needs to be monitored, remediated, or enhanced

**Update to Previous Cycle's Plan for Continuous Improvement (PCI):** A narrative describing the unit's progress in completing the previous cycle's PCI

- Aligned with the definition of an Update to the Previous Cycle's Plan for Continuous Improvement
- Provides a progress update on all items included in the previous cycle's PCI
- Includes relevant contextual information
- Written in the past tense

**New Plan for Continuous Improvement:** A narrative summarizing all actions to be implemented in the next assessment cycle

- Specific and detailed
- Includes all actions identified in the current assessment plan
- Includes additional initiatives or other items to be assessed in the next cycle
- Includes contextual information and details
- Written in the future tense

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### **Completeness and Clarity**

- Assessment plan items are aligned with definitions and with other relevant assessment plan items
  - All fields in each assessment plan item template are completed (i.e., in Anthology Planning)
  - Avoid jargon or acronyms unless defined the first time used
  - Write in full sentences
  - Don't assume a reader is knowledgeable about your program or unit
  - Replace vague phrases with specifics
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**A strong assessment plan is  
intentional, aligned, feasible, evidence-based, and  
focused on improvement.**