

Format for Assessment Plans (Co-Curricular Units)

Assessment plans for academic programs should contain the following information:

I. Program's mission

Include a brief description of the program's mission and how the program's mission fits with IU Kokomo's mission.

II. Program goals and student learning outcomes

A. Briefly describe how the program **goals** fit with the program's mission. This can be a general statement; you need not show how each goal is related to the mission.

B. Then provide a list of the program goals, associated **student learning or other outcomes** for each goal, and **components** of each outcome. Although not required, you may wish to list these in outline form, for example

I. Goal #1

A. Outcome #1

1. Component #1
2. Component #2
3. Component #3

B. Outcome #2

1. Component #1
2. Component #2
3. Component #3

II. Goal #2

A. Outcome #1

1. Component #1
2. Component #2
3. Component #3

B. Outcome #2

1. Component #1
2. Component #2
3. Component #3

III. Activity map (where in the program the outcomes occur)

Include a matrix showing where in the program each outcome is achieved. A matrix with outcomes down the side and activities across the top is preferred, because the matrix will show whether every activity is associated with at least one outcome and whether every outcome is associated with at least one activity.

IV. Assessment activities planned for the following academic year

- A. List the student learning or other outcome(s) you plan to assess during the following academic year.
- B. Describe when, where, how, and for which target population data on each outcome will be collected.
- C. For each component of the outcome(s) you plan to assess, describe the **performance characteristics or criteria** necessary for successful achievement.
- D. Indicate a benchmark, that is, what level of performance will be considered acceptable (e.g., 85% of students will demonstrate satisfactory achievement of this outcome).

V. Ongoing Assessment

- A. Describe the status of your larger program assessment plan (primarily sections II and III). Do you consider it complete? Is it still incomplete? If incomplete, which parts are missing?
- B. If incomplete, give an estimated time line for completing the plan.
- C. Describe any resources (e.g., training, materials) that would be helpful to you in carrying out your planned assessment activities.

Note: Terms in **bold face** are defined on the CTLA website at <http://www.iuk.edu/cte/assessment/progterms.shtml>