# Program Assessment Plan Template

*This template was prepared by the WSU Office of Assessment for Curricular Effectiveness (ACE) and is intended to help WSU programs and faculty develop or update their program assessment plan. ACE is also available to collaborate with WSU undergraduate degree programs to develop or update program assessment plans. Contact us at* [*ace.office@wsu.edu*](mailto:ace.office@wsu.edu) *for more information.*

## Undergraduate Program Assessment Plan for [DEGREE NAME] AY 20XX – 20XX

### Narrative/Description of Degree Program

[Approximately 1-2 paragraphs]

May include:

* Context about undergraduate program, including majors/options offered
* Campuses offering this degree [e.g., Pullman, Vancouver, Tri-Cities, Global]

### Program Assessment Purposes / Framework

[Approximately 1-2 paragraphs]

May include:

* General framework or approach (“elevator speech” describing your program assessment)
* What are your assessment questions for this degree? What do your faculty want to know about student learning? (Could include what happened last year, i.e., results that provide rationale for this year’s activities)
* Changes / challenges that impact program assessment

### Program Assessment Infrastructure

* **Faculty Assessment Coordinator:** [Assessment coordinator name]
* **Faculty Committee(s) for Curriculum/Assessment:** [Name of committee(s) that oversee and use assessment, with a brief description of the committee role, including to whom they share / report information]
* **Assessment Contact on Each Campus Offering the Degree:** [List campuses and names]
* **Expectations for Faculty Participation:** [Brief description of how faculty who teach contribute to program assessment, and how and how often results are shared with faculty]
* **Communication within the Department/School:** [Brief description, e.g., the Undergraduate Studies Committee discusses assessment regularly and communicates with the chair or school director once per semester, and with the faculty once per semester at a regular faculty meeting. A final update and discussion of results is done in August.]
* **Program Assessment Archive:** [Brief description, including location and who is responsible for maintenance]

### Program Assessment Timeline/Calendar for AY 20XX – 20XX

| **Activity** | **Months/Dates** | **Steps and Notes** | **Point Person/Participants** |
| --- | --- | --- | --- |
| Develop/Review assessment plan |  | Update as needed; share with faculty |  |
| Review program-level SLOs |  | Update as needed; share with faculty |  |
| Review curriculum map |  | Update as needed; share with faculty |  |
| Collect direct measure(s) |  | * Develop/update tools as needed * Determine courses and campuses to include, sampling strategy, etc. as needed |  |
| Collect indirect measure(s) |  | * Develop/update tools as needed * Determine courses and campuses to include, sampling strategy, etc. as needed |  |
| Analyze/ summarize results |  | * Organize and analyze assessment data * Aggregate/disaggregate as needed * Prepare results for presentation |  |
| Share and discuss results w/ committee(s), chair/director, and faculty who teach |  | Schedule meetings as needed |  |
| Use assessment results to inform decision-making |  | * Decisions about curriculum, instruction, faculty development * Refine assessment processes as needed |  |
| Update assessment archive |  | Include annual program assessment reports, assessment plans, and other assessment materials (e.g., rubrics, measures/tools, data, results, findings). |  |
| Submit annual program assessment report to ACE/WSU |  | Review ACE planning sheet; contact ACE for support as needed |  |

## Appendix A: Program-level Student Learning Outcomes (SLOs)

[Include/attach program-level student learning outcomes]

## Appendix B: Curriculum Map

[Include/attach curriculum map]

## Appendix C: Record of Direct Assessment Measures Collected

[Include multiple AYs, where possible]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Direct Measure(s)** | **Semester(s) Collected** | **SLOs Assessed** | **Data Collection Details** | **Data Analysis / Summary of Results** | **Shared with Faculty for Discussion** |
| [Enter direct measure] | [Enter semester(s) collected] | [List SLOs assessed] | [Enter text noting courses and campuses participating in assessment, sampling procedures, etc. Where applicable, include information about norming, pilot processes, coordination w/ ACE, etc.] | [Enter text noting name(s) of responsible people and timeframe for compilation, analysis and summarization and or visualization of results] | [Enter when and how results were shared with faculty for discussion, feedback, and use] |
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## Appendix D: Record of Indirect Assessment Measures Collected

[Include multiple AYs, where possible]

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| --- | --- | --- | --- | --- | --- |
| **Indirect Measure(s)** | **Semester(s) Collected** | **SLOs Assessed** | **Data Collection Details** | **Data Analysis / Summary of Results** | **Shared with Faculty for Discussion** |
| [Enter indirect measure] | [Enter semester(s) collected] | [List SLOs assessed] | [Enter text noting courses and campuses participating in assessment, sampling procedures, etc. Where applicable, include information about pilot processes, coordination w/ ACE, etc.] | [Enter text noting name(s) of responsible people and timeframe for compilation, analysis and summarization and or visualization of results] | [Enter when and how results were shared with faculty for discussion, feedback, and use] |
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