**Assessment Template**

This template matches the questions in the “Enter Program Assessment Here” online form. This form, and the coordinating online form, **can be used for both course and program** assessment submissions. If filled out correctly, you will just need to copy and paste your answers at the end of the assessment. Each instructor hangs on to their own plans. Please place this in an assessment file on your desktop. Please also email your Dean your assessment plan at the beginning of fall quarter.

1. **Assessment Plan:** Fill this section out at the beginning of the quarter you plan to assess.
2. **Name of Submitter:**
3. **Institutional Outcome** [number here]: [If any, list the Institutional Outcome here. If None, state “None”]
4. **Program Outcome** [number here]: [List the Program Outcome here]
5. **Courses tied to this assessment:**
6. **Course Outcome** [number here]: [List the Course Outcome here]
7. **What is the problem/concern you are attempting to resolve through this assessment?**
8. **What tools/measures did you use for your assessment (what did you do for your assessment and why)?**

* Explain the details of your assessment plan here. *Hint: If you use a past-tense voice, you will not have to edit this section to submit your report (EX: I looked at the way in which…”)*

1. **Assessment Conclusion:** Fill this out once you have completed your assessment for the course. Once complete, use this form to submit your report on the faculty portal.
2. **What were the results of your assessment?**
3. **What now? How are you going to close the assessment loop or what changes are you making to your program as a result of this assessment?**

* Based on the results of the assessment, I am going to \_\_\_\_\_\_\_\_\_\_\_\_\_. Will these results change the way you teach? Why or why not? Do the results confirm some aspect of your teaching?

1. **If not addressed above, what changes or recommendations do you have for the college as a result of your assessment?**

* Are there any programs/services available that the college should adopt in light of the results of the assessment? How can the results of this assessment be shared across campus? Discussion should also happen at spring In-service.

1. **Last Step:** When this plan is finished, and you have concluded this assessment plan, use this document to submit your assessment in the portal (in SharePoint): Portal>Faculty &Staff Workplace >MCOs/Assessment Reporting > Enter Program Assessment Here. This should be completed by the last day spring quarter but can be submitted as soon as it is complete.