

Checklist for Annual Planning and Assessment Reporting

Completion required between May – June each academic year

For detailed videos reviewing this process, refer to the [Assessment Training webpage](#) or the [Example Assessment Plan](#) in Weave.

□ Area Mission

1. Narrative provides a documented relation between area’s purpose and King’s mission and vision.

□ Outcomes

1. Titles and Descriptions exist for each Outcome created
2. Outcomes are either a Program, Student Learning, or Department Outcome, and are concise, specific, and Measurable.

□ Measures

1. Titles and Descriptions exist for each Measure created.
2. Measures are either [Direct or Indirect](#) and show evidence to determine success of the Outcome.
3. *(If present)* Follow-up on the Previous Year's Improvement Actions Identified is provided, explaining how the results and plan developed from the prior year were enacted during the current year and what changes were shown in the data.

□ Criterion for Success

1. Brief Statements exist for each Criteria created. ***The “Description” field can remain blank, as this only duplicates in the report. If a description is present, it must be completely distinct from the “Criterion for Success” field.***
2. Summarized results of the assessment data collected are provided in the “Summary of Data Collected” field. Supporting documents are attached to the bottom of the project, as applicable.
3. Updated Status using drop-down menu, *after* providing a Summary of data.
4. Full data is provided with reflection and interpretation in “Analysis of Data...” field. A disaggregation of data by site/modality is provided (e.g., main campus, off-campus site, or online, as well as 5- vs. 15-week offerings).
5. Information on how the results will be used to improve King’s Academic, Administrative, or Student Support activity is provided in the “... Continuous Improvement Actions Identified” field. **This is required if “Not Met” or “Partially Met” was selected, above. This information has provided improvements that will be made to the activity or the assessment process.**

□ Curriculum Map *(Programs, Only)*

1. Curriculum map verified under the “Project Attachments” ensuring any new courses are included