

Figure 6. Departmental/Program Assessment Plan Development Process¹⁰

Task	Implementors	Completion	Users	Disposition of Information	Anticipated Result
Specification of learning goal(s)	Dept/Prgm Faculty	Spring 1996	Instructors & Advisors	Advising/Catalogue information	Clear statement of program purposes, expected outcomes
Identify opportunities for students to meet goal(s)	Dept/Prgm Faculty	Spring 1996	Student, Advisors	Syllabi/Dept Advising Info	Appropriate course selection by students; course revision
Identify opportunities for students to demonstrate grasp of goal	Dept/Prgm Faculty	See note 2	Students, Advisors	Syllabi/Dept Advising Info	Appropriate course selection by students; course revision
Develop/ obtain assessment instruments	Dept/Prgm Faculty, Inst Research, Assess Ctte	See note 2	Faculty, Students	Faculty, Dept, Provost's Office Assess Committee	Clearer feedback to students & faculty on student outcomes
Administer assessment	Dept/Prgm	See note 2	Faculty, Dept,	Faculty, Dept, (Gen Ed Ctte, Assess Ctte & others as appropriate)	Program revision
Report on assessment activities and actions taken in response to what has been learned ¹¹	Dept/Prgm	Annually			Institutional awareness of the impact of assessment.

¹⁰Departmental assessment programs will be phased in with one-third of departments completing their programs in 1995-96, one-third in 1996-97 and the remainder in 1997-98. All departments will have completed the first two steps by the end of 1995-1996. See Appendix 5 for examples of departmental plans.

¹¹Departmental annual report forms will be revised during 1995-96 to facilitate reporting on assessment activities and consequences. Provost's office in consultation with department chairs will do the revision.