Are you planning a new or significantly revised program that promotes one or more CAS Dimensions of Outcome Domains?

Yes

No

No assessment

Does your director want you to assess an established program that promotes one or more CAS Dimensions of Outcome Domains?

Yes

No

No assessment

Complete final version of Assessment Plan by the end of August (or alternative date established by your director or supervisor) and place it on the V drive*.

Phase 1: Create Assessment Plan

Are you creating or revising an Assessment Instrument for your program?

Yes

Draft Assessment Plan, preferably during the summer, using the Assessment Plan template in the V drive*. Consult your supervisor and departmental DAT rep as needed, especially if you are new to this task.

No*

Complete final version of Assessment Plan by the end of August (or alternative date established by your director or supervisor) and place it on the V drive*.

Phase 2: Create Assessment Instrument

Are you creating or revising an Assessment Instrument for your program?

Yes

Draft Assessment Instrument (questionnaire, rubric, etc.) in consultation with supervisor and departmental DAT rep. Ensure that each learning outcome is adequately assessed.

No*

Finalize Assessment Instrument and place it on the V drive*.

Phase 3: Implement

Implement program and its assessment.

Phase 4: Document

Draft Assessment Summary using the Assessment Summary template on V drive*. Consult with your supervisor and departmental DAT rep as needed, especially if you are new to this.

Complete final version of Assessment Summary by end of June and place it on the V drive*.

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>Documentation**

*Because you will use an off-the-shelf assessment instrument or a previously created instrument that needs no significant revision.

No*