

Program Level Assessment Plan Format

Headings:

Title of Program(s); Title of Program; Date

Mission Statement: *How the program supports the college's Mission Statement*

Program Outcomes: *Listed*

Assessment of Goals and Outcomes

- Targeted Program Courses: *specialist skills courses central to the program; not gen ed.*
- Completion Rate/ Course level: *% of students required to complete the course successfully; when this will be monitored; courses targeted to measure completion rate (see above).*
- Drop Rate: *maximum drop rate for named course(s)*
- Course Level Effectiveness: *How the effectiveness of the program's courses will be assessed.*
- Graduation Rate: *the acceptable % rate and timescale of graduation*
- Syllabus Analysis: *How syllabus accuracy and currency will be ensured.*
- Transcript Analysis: *How transcript analysis will be conducted.*
- Advisory Committee Review: *The role and frequency of Advisory Committee Review.*
- Enrollment Patterns: *How patterns will be monitored; actions based on monitoring*
- Course Evaluation Surveys: *The role and function of evaluation surveys*

Data Collection: *Methods used to collect data; nature and sources of data; frequency of evaluation.*

Data Analysis and Recommendations: *Annual Program Assessment Report – compilation and audience.*

Effectiveness of Assessment Plan: *HLC Five Fundamental Questions; process for using data to improve teaching and learning.*

(Program Matrix attached)