

Checklist for Assessment Plans Georgia Institute of Technology

Contact Person and Position or Title: _____

College: _____ School: _____

Degree Program: _____ Date: _____

ELEMENT	YES	NO
Overall Plan		
-Will the plan provide information appropriate to improvement of teaching, curricula or course?		
-Is the plan feasible to implement (time, money, faculty involvement)?		
Mission Statement		
-Is it the same as the most recent annual plan?		
-Does it explicitly cover the educational mission?		
-Does it relate to the Institute mission?		
Program Purposes		
-Are they the same as in the latest curriculum/program review?		
-Do they relate to the unit, school and Institute mission statements?		
Intended Student Learning Outcomes		
-Do the outcomes identify important student achievements (knowledge, skills, competencies, attitudes, awareness, etc.)?		
-Are there a reasonable number (5-8) of outcomes?		
-Does the plan incorporate cognitive/knowledge-based outcomes?		
Measures and Procedures		
-Are measures and procedures identified for each outcome?		
-Is there a direct link between outcomes, measures and procedures?		
-Are multiple measures used to evaluate outcomes?		
-Are clear and detailed descriptions of assessment activities provided?		
-Is a timetable specified for implementation?		
-Is the timetable for implementation realistic and feasible?		
-Is specific responsibility assigned for data collection, analysis and reporting?		
-Does the plan make use of existing assessment activities?		
-Does the plan incorporate a continuum of outcome information, such as value added, longitudinal assessment, and focus on specific subgroups?		
Current students (fr, so., jr., sr., master's, doctoral)		
Non-returning students		
Alumni		
Student subgroups (honors, minorities, adult learners, etc.)		
Instrumentation		
-Is there evidence of a process to establish validity?		
-Is there evidence of a process to establish reliability?		
Use of Results		
-Is there evidence of a process for faculty to discuss assessment findings?		

-Are results used for program improvement?		
-Are there provisions to inform students of assessment findings?		
-Is there evidence of feedback loops to annual and strategic planning, annual assessment reporting, or 5-year program review?		
Outcomes:		
Methods:		
Comments:		