**Action Plan Template in TaskStream**

*This form must be submitted electronically. Note that a completed assessment includes the Assessment Plan, Assessment Findings, Action Plan, and supporting documents/attachments.*

Instructor name:

Your e-mail address (one that you check regularly):

Your phone number:

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| --- |
| Course name and number (example: “English 1A” or “ESL 218”): |
| Semester and year this assessment was done: |
| Write your SLO that was assessed this semester here: |
| **Use of assessment results/Action Plan:**  *When you meet with your colleagues who teach the course you are assessing, you and your colleagues should come up with a plan for possible improvement. This could include: altering an assignment, making directions more clear, spending more time on a topic in class, giving the rubric/grading criteria to students ahead of time, changing the way in which you teach a topic, changing the curriculum…. Anything that you feel would help students be more successful in achieving the student learning outcome. Please be thoughtful here, as* ***improvement*** *is the most important piece of the assessment process!*  *Attach notes from your meeting with colleagues.* |
| **Implementation Timeline:**  *When do you plan on implementing the action you described above? Indicate the semester and year.* |
| **Key person responsible:**  *Enter the name of the person(s) in your department who will be responsible for implementing the action(s) you have described. Who will follow through and make sure the action plan is carried out?* |
| **Priority of this action:**  *Choose high, medium, or low.* |

**Please attach notes from any meetings in which you discussed assessment results, action plans, or ideas for improvement. Include the date and time of the meeting, names of people who were present, and what you discussed.**