**Assessment Plan, Assessment Findings, Action Plan**

**Template in TaskStream**

*This form must be submitted electronically as a MS Word document. 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 to be assessed this semester here: |
| **Assessment Plan** |
| **Details/description of the assessment measure/method:**  *Describe the assignment you will give your students to assess this SLO. Describe how you will be evaluating student work. Note that the assessment method must be consistent with the SLO as written. For example, if your SLO says students will “analyze”, then the assignment must require students to analyze.* |
| **Describe the standards for successful performance on this SLO:**  *Define what you consider to be “successful” performance on this assignment. Be as descriptive as possible. (You will need to attach a rubric or the standards you use to evaluate student work.)* |
| **What percentage of students should successfully meet the standards for this SLO?**  *What percentage of students do you reasonably expect to be successful in the way that you have just described? Note that your percentage should be sufficiently high (70% or higher), otherwise you will need to explain why your standard is lower.* |

**Remember to attach for the Assessment Plan:**

* **the assignment description, prompt, or test questions used and**
* **the rubric or standards used to evaluate student work.**

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| **Assessment Findings** |
| **Summary of Assessment Measure Results:**  *Describe how you got your results here. (i.e. did you use common exam questions among multiple sections? An essay? Student project? Etc.) Summarize the results you got for your assignment. How many sections participated out of how many total sections offered? What were the strong points and weak points the students demonstrated on the assignment? What areas need more attention? What is your overall impression of the results and what they mean about student learning?* |
| **What percentage of students successfully met the standards for this SLO?**  *Report the* ***number*** *of students who met the standard for success and the* ***total number*** *of students who participated. Please also report the percentage of students who met the standard for success.* |
| **Was the assessment information sampled in any way? If so, please describe.**  *If you counted every single student who is taking any section of the course which you are assessing, then it’s not sampled. If you did not count every student in your results, describe how you sampled your student population.* |
| **Overall Recommendations:** |
| **Overall Reflection:** |

**Remember to attach for the Assessment Findings: (unless you already submitted them with the assessment plan)**

* **The assignment description or prompt or test questions used and**
* **The rubric or standards used to evaluate student work**
* **The summary of student scores/results/spreadsheet of statistics**

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| **Action Plan** |
| **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.* |

**For the Action Plan:**

**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.**