

## SAC Assessment Checklist

### Planning Phase

- The plan includes a full list of current goals and outcomes with years assessed.
- The plan includes a current curriculum map.
- Majors will assess at least two outcomes. Freestanding minors will assess at least one outcome.
- Each outcome has at least two measures.
- Each pair of measures includes at least one direct measure.
- The description of each measure includes the following:
  - who will assess the outcome (e.g., two faculty not teaching the course, instructor of the course plus another reader, or instructor only)
  - what instrument or method will they use (e.g., rubric)
  - what student product will they use (e.g., final exam question)
  - what assessment process will they use (e.g., blind review after an inter-rater reliability session)
  - when will they measure (e.g., semester and year)
  - what courses or which student populations will they measure
  - how many student products will they assess
- Each measure includes an achievement target.
- Each measure indicates past assessment findings.
- Past actions for the last assessment of the outcome are listed.
- Indication of whether past actions were implemented.
- Past actions since the last report listed (if applicable)

### Report Phase

- Each measure includes findings (minimally the target rephrased as a finding).

- Each finding for an outcome assessed in the past includes evidence of reassessment--a comparison between past and present findings (if similar measures were used and comparisons can be made).
- Each target not met includes a specific current action.
- Past actions implemented since the last report are included (if applicable)
- Support or resources requested (if applicable)