

UNIVERSITY OF KENTUCKY PROGRAM ASSESSMENT PLAN

Requirements and Template

Requirements

1. *Submit with New Program Proposal*
 - a. *Programs are encouraged to consult with the Office of University Assessment.*
 - b. *Contact information institutionaleffectiveness@uky.edu*
2. *Send copy of Assessment Plan to the Office of University Assessment*
3. *Update the Program Assessment Plan every 5-7 years aligning with Program Review*

Template

- 1. Introduction** [identify college, unit, and degree programs]
 - 1.1. Unit Mission Statement
 - 1.2. Basic Assessment Approach
 - 1.3. Definition of Key Terms [if necessary]
- 2. Assessment Oversight, Resources**
 - 2.1. College Learning Outcomes Assessment Coordinator
 - 2.2. Unit Assessment Coordinator [if applicable]
 - 2.3. Other Assessment Resources [if applicable]
- 3. Program-Level Learning Outcomes**
 - 3.1. Learning Outcomes by Program [focused on student performance, clearly stated, and measurable]
 - 3.2. Accreditation Standards/Outcomes by Program [if applicable]
- 4. Curriculum Map**
- 5. Assessment Methods and Measures (Formative and Summative recommended)**
 - 5.1. Direct Methods/Measures Preferred/Used at the Course and Program Levels
 - 5.2. Indirect Methods/Measures Preferred/Used at the Course and Program Levels
- 6. Data Collection and Review**
 - 6.1. Data Collection Process/Procedures
 - 6.1.1. When will data be collected for each outcome?
 - 6.1.2. How will data be collected for each outcome?
 - 6.1.3. What will be the benchmark/target for each outcome?
 - 6.1.4. What individuals/groups will be responsible for data collection?
- 7. Assessment Cycle and Data Analysis**
 - 7.1 Assessment Cycle [1-3 years]
 - 7.1.1. Includes measurement of all learning outcomes
 - 7.1.2. Identifies at a minimum an annual date for sharing results with faculty and planning improvement actions
 - 7.2. Data Analysis Process/Procedures
 - 7.2.1. How and will the data and findings be shared with faculty?
 - 7.2.2. Who was involved in analyzing the results?
 - 7.2.3. How are results aligned to outcomes and benchmarks/targets given?
 - 7.2.4. How will the data be used for making programmatic improvements?
 - 7.3. Data Analysis Report Process/Procedures [Unit report structure; College and Institutional report structure; Integration with Program Review; Integration with Strategic Planning process]
- 8. Teaching Effectiveness**
 - 8.1. Identify measures of teaching effectiveness
 - 8.2. What efforts to improve teaching effectiveness will be pursued based on these measures?
- 9. What are the plans to evaluate students' post-graduate success?**
- 10. Appendices – Required...** Curriculum Maps by Program, Assessment Tools (i.e. Rubrics, Surveys, Tests, etc.), Other important materials/documentation