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