

How to Create a Department Assessment Plan

The department assessment plan is a plan for moving through the assessment cycle (pictured to the right). The following should be used as a guideline for creating such a plan.



What are your Department Learning Outcomes and how are they tied to your department's and Hunter's mission?

Questions to consider:

- What do you want students to learn?
- How is this learning connected to your mission?

► *For more information on department learning outcomes:* <http://www.hunter.cuny.edu/academicassessment/HowTo/AssessMyAcadDeptProg/IdentifyPLOs>

How will you know you have reached these outcomes? How and when will you assess them?

Questions to consider:

- Which outcomes will you assess when and how often?
- What assessment methods will you use to collect data?

► *For more information on mapping courses to outcomes:* <http://www.hunter.cuny.edu/academicassessment/HowTo/AssessMyAcadDeptProg/MapCoursestoOutcomes>

► *For more information on assessing student learning:* <http://www.hunter.cuny.edu/academicassessment/HowTo/AssessMyAcadDeptProg/MeasureStudentLearningDept>

► *For more information on closing the loop:* <http://www.hunter.cuny.edu/academicassessment/HowTo/AssessMyAcadDeptProg/CloseTheLoopDept>

What resources will you use to support your assessment activities?

Questions to consider:

- Who will be responsible for the planning and implementation of assessment?
- What funds, resources, or organizations will be used to assist with the process?

How will you share what you find?

Questions to consider:

- Who is the intended audience?
- How will you ensure the findings reach that audience?