**Annual Departmental Assessment Plan Template**

(For preparation of program assessment plan entry into Tk20)

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| **Program Information** |
| Academic Program  |  |
| Degree |  |
| Department |  |
| Division |  |
| Academic Year |   |
| Assessment coordinator | *This should be person coordinating the program’s assessment effort*  |
| E-Mail Address |  |
| **Program Learning Outcome Assessment** |
| Program Learning Outcome | *On which program learning outcome does this plan focus? (You will select this from the program learning outcomes your program has identified in Tk20).*  |
| Target | *What is the target level of proficiency for this learning outcome?*  |
| *What percent of students do you expect to attain the target level of proficiency?* |
| Data Source | *When will data be collected?* |
| *Where will data be collected? (i.e. list courses or other source for obtaining data from students)* |
| *How will students be sampled?* |
| *If only a sample of students' work will be assessed, how will that sample be chosen?* |
| *About how many students will be in your sample?* |
| Means of Assessment | *Describe in detail the method of assessment you will be using (e.g., capstone project, course-embedded assessment, standardized instrument, etc.).* |
| Means of Scoring | *How will the assessments be scored?*  |
| *Who will score the assessments?* |
| *How many people will score the assessments?* |
| *How will scores be reported? (e.g., total scales, subscores)* |
| *If you used a rubric, please upload it here.* |
| Evidence Storage | *Please upload your evidence in Tk20. If you are not archiving the evidence in Tk20, describe how/where the evidence pertaining to the assessment process is being archived. Be as specific as possible, to assist future assessment coordinators. For instance: If evidence is stored on a network drive, list the subfolder(s) where it is stored. If stored in a file cabinet, list the office/room, how the file is labeled, etc. Electronic storage is preferred when possible. We recommend that you use a location that has automatic backups (e.g., network drive, Tk20, etc). Regardless of storage method, please be certain that records can be retrieved for review by internal (e.g., division, college, university) or external (e.g., accreditors) reviewers.*  |
| Undergraduate Learning Outcome Alignments |  *Does your Program Learning Outcome align to a ULO?* |
| *If “yes”, how will you address that ULO in your data collection and analysis.* |