



UNIVERSITY OF SOUTH ALABAMA

Checklist for Assessment Reporting

As you prepare for assessment reporting, please review the following:

- ✓ All intended outcomes have been linked to the updated Strategic Plan priorities and objectives.
- ✓ All intended outcomes have been linked to the college/school and/or division's performance indicators.
- ✓ Each assessment plan includes the minimum number of expected outcomes.
 - 3-5 for ACADEMIC PROGRAMS
 - 2-3 FOR ACADEMIC AND STUDENT SUPPORT SERVICES
 - More than likely, you will be utilizing success outcomes instead of learning outcomes.
- ✓ The assessment plan does not include duplicate intended outcomes.
- ✓ Each outcome is assessed by at least one direct method and a measurable criterion.
- ✓ **The assessment plan(s) include(s) outcomes, methods, and criteria that produce actionable data.**
- ✓ Each assessment method includes a statement to explain how the assessment is being conducted such as a brief description of the rubric or survey items.
- ✓ Supporting documentation is uploaded for both assessment methods and results, as appropriate. Examples include blank surveys linked to assessment methods and de-identified student data or survey data for assessment results.
- ✓ **A result** is reported for each assessment method.
- ✓ Once you have documented the results of the measure, the next step is to document the **Findings** (analysis of the results).
- ✓ Once you have documented results and findings for a measure, the next step is to document **actions** based on the results.
- ✓ Once you select an action type, enter a description of your recommended action under 'action description' and a recommended due date.



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Academic Programs, only

- ✓ The verb selected for the outcome is aligned with the expected level of learning and the assessment method.
- ✓ For programs offered at different levels, student learning outcomes reflect academic progression. For graduate programs, this includes an assessment of content knowledge and research activities and/or professional practice and training.