

Checklist for Taskstream Program Assessment Submissions

Spring 2018

Due February 15th, 2018

Purpose: The checklist below has been made to help faculty, directors, or chairs who will submit program assessment plans to indicate scope of work for the next three year cycle 2017-2020. The UPAC will review and provide comments on the plan with target date of April 1st. Please review the checklist to determine what needs to be entered into Taskstream and the process for submitting the information to the UPAC for review. Detailed “How To” guides are available for how to use each area of Taskstream at:

<https://www.uwlax.edu/taskstream/program-assessment/training-guides--resources/>

Please review the workspace for your academic program and check to see if the below elements are complete. If complete, the final step is to submit the plan to UPAC for their review (process very similar to submitting General Education Course Information for GEAC review). Make sure to review your feedback from the UPAC received in early December 2016 as you enter the plan for the next three year cycle.

Standing Requirements (Please make any updates as needed):

- Mission Statement (OPTIONAL):** Your department or program mission statement can be entered.
- Student Learning Outcomes:** Make sure this list is accurate and complete.
- Curriculum Map:** Please use the embedded tool to create a curriculum map. A map is a strong asset to guide assessment work. We are strongly encouraging all programs/departments to create and actively use a map.
- Externally Created Curriculum Map:** As an alternative to creating a curriculum map using the Taskstream tool, if you have a well-developed, pre-existing curriculum map, please attach in this section.

2017-20 Assessment Period Submission Tasks:

- Student Learning Outcomes:** Review existing student learning outcomes lists and if needed, create new set of revised learning outcomes. If your program or department makes use of a multi-level learning outcome structure (e.g. akin to the example below) then please contact Patrick Barlow to have this ability added to your workspace.
 - SLO Area 1: Student will be able to use disciplinary specific research skills*
 - SLO 1.1 Students will be able to use library resources*
 - SLO 1.2 Students will be able to calculate appropriate statistical analyses*
- Curriculum Map:** Review existing curriculum map for your program. If needed, create an update map using the Taskstream tool or upload revised map into the externally created maps area.
- Assessment Plan:** Select the learning outcomes you plan to assess in the period and provide the Title, Type/Method, Level, Details/Descriptions about the Measures you will use to collect your data, including Benchmarks, Implementation Timeline, and Key Personnel involved. You can add supporting files to this area to help the UPAC understand your process. Complete each of the listed areas for each measure. *Note: We strongly encourage the use of benchmarks as an aid to identifying desired levels of achievement for student performance and as helpful to see targets for improvement.*