Please complete this document to inform us of your department/program’s assessment plans. The Assessment Cycle will be a three year process (programs/departments will have to measure all outcomes across the three years). The Academic Assessment Committee will assist you in determining which outcomes to measure for each year. Programs/departments will complete an annual assessment report (report template will be sent in early part of the fall semester).

**Instructions**

***Institutional Learning Outcomes:*** The knowledge, skills, and attitudes that UA-PTC has identified as essential skills students will need to be successful in work, life, and society. You may have more than one that aligns with department/program outcome(s). All programs will have to measure all 7 general education outcomes. Departments will only be required to measure the general education outcomes that relate to its areas.

***Department/Program Learning Outcome(s):*** The selected student learning outcomes (knowledge, skills, or behaviors) that students in your department/program should master when they complete coursework in your area. Each outcome will be listed on a separate row with the completed information (other columns) that corresponds with that outcome.

***Course(s):*** Subject, course number, and the course name in which the outcome is being assessed (e.g. ARTS 1310, Drawing I).

***Assessment Activity:*** Explain the assessment activity. Describe how the assessment used to gather evidence and capture the complexity of learning will be implemented (e.g. class assignment, licensing exam used, research paper, specific project, demonstration, clinical/practicum, presentation, graduation rates, retention rates).

***Measurement Method:*** How will you measure student learning for this outcome? What is your means to collect evidence of student learning (e.g. rubric, checklist, test scores, survey, percentage rates). The measurement method should be used to quantify a student’s level of knowledge or development (change in the scores on the instrument is considered an indication of learning or growth for the student).

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| Division: Choose an item. | Department/Program:  | Faculty Contact: Click here to enter text. |

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| Institutional Learning Outcome(s) | Program or Course Learning Outcome(s) | Course(s) | Assessment Activity | Measurement Method |
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