**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 | *Describe the target level of proficiency* |
| *Identify the percentage of students expected to meet proficiency* |
| Data Source | *Identify when data will be collected.* |
| *Describe sources of data, where it will be collected (e.g. lists of courses, specific exams or portfolios).* |
| *Identify if students will be sampled.* |
| *Provide a description of how students will be sampled.* |
| *Identify how many students will be in the 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 | *Identify how you will score the assessment. For example, will you use a rubric or answer key, or will it be scored by a testing company?* |
| *Identify precisely who will do the scoring?* |
| *How many people will be involved in scoring?* |
| *Explain how will scores be reported (e.g., total scales or subscores)?* |
| *If you plan to use a rubric that is not one of the established rubrics for undergraduate, general education, or graduate learning outcomes, be sure to include the rubric as an appendix.* |
| Evidence Storage | *Describe how/where the evidence pertaining to the assessment process is being archived. Electronic archive is preferred when possible. Please be certain that records can be retrieved for review by internal (e.g., division, college, university) or external (e.g., NWCCU) reviewers.* |
| Learning Outcome Alignments | *Identify all of the courses (by course number) in the program that align to the program learning outcome of focus, even if you are not collecting data or scoring assessments from all of them.* |
| *Each year WOU focuses on a specific undergraduate learning outcome. Identify all of the courses (by course number) in the program that align to the undergraduate learning outcome for their primary ULO. Refer to the academic effectiveness website for updates on annual ULO assessment.* |