

Closing the Loop (for last year)

- Every Next Steps has a Closing the Loop
 - Every Closing the Loop has a current status that states whether or not the action was implemented
 - Every Closing the Loop has an explanation and discussion section that explains how the action went (whether or not it made improvements to the outcome).

Assessment Plan

- Outcome 1 present
 - Outcome 1 has at least one measure
 - Each measure has a description of the measure
 - Each measure has a target
 - Each applicable measure has a rubric attached or described thoroughly in the description
- Outcome 2 present
 - Outcome 2 has at least one measure
 - Each measure has a description of the measure
 - Each measure has a target
 - Each applicable measure has a rubric attached or described thoroughly in the description
- Outcome 3 present
 - Outcome 3 has at least one measure
 - Each measure has a description of the measure
 - Each measure has a target
 - Each applicable measure has a rubric attached or described thoroughly in the description
- Repeat for all additional outcomes

Assessment Findings

- Every measure has a finding
 - Every summary of findings is present at detailed
 - Every measure has an answer to the question “Was this outcome met?”
 - Every measure has an explanation of results that answers the question “Why do you think the results turned out the way that they did?”

Next Steps

- Every finding has an action associated with it
 - All actions give a specific change that is going to be made in the next assessment cycle (‘No Changes Needed’ will not be accepted). If information is being measured longitudinally, please explain the time period that it will be measured for.
 - All Next Steps are linked to Findings (See “How to Link Next Steps to Findings” for details)