***SMART Worksheet for data collection***

**I) Assessment Plan**

1. Measure(s)
   * How will you measure the students’ learning regarding this outcome? (Exam, rubric, average of assignments, average on journal entries, etc…). This is going to be brief, like a title, just a few descriptive words describing the assessment.

1. Details/description
   * Briefly describe the measure from ‘A’ to more clearly articulate how the grade will be derived.
2. Target
   * How well do you want ALL students to do on this assignment? (All students will achieve a 90% or higher)

**II)** **Assessment Findings**

1. Results (grades, scores, averages, etc….)

* Please include raw data when at all possible (should be possible in most cases). This is raw results only or a statement of what results were. (20/25 students earned a \_\_\_\_\_\_\_\_\_\_)

1. Analysis
   * Discuss your results to a bit further articulate what you wrote in section above
2. Met/Not met?
   * choose one: not met, met, exceeded

**III)** **Next Steps**

1. Action item title
   * Be brief (you will provide details later): Given results what could you change/modify/add to enhance student learning, performance, or success?

(Ex- Adopt a new textbook, create new assignment(s), create additional unit on X, include field trip, more homework assignments on X)

1. Action details
   * Describe your proposed action item in a bit more detail, including rationale.

(Ex: Textbook is outdated (from 2010) and does not cover more contemporary topics and current issues such as […] so the department will review new texts over the summer and adopt one for fall term.)