

Annual Program Assessment Checklist

PROGRAM: _____

ACADEMIC YEAR: _____

FALL		
CVs	All program faculty CVs are updated	<input type="checkbox"/>
Curriculum Map	Up-to-Date	<input type="checkbox"/>
Departmental Syllabi	All fall syllabi follow BBC syllabus template and are posted in Populi	<input type="checkbox"/>
CLOs	All courses have CLOs stated in syllabi	<input type="checkbox"/>
CLOs assigned to PLOs	All courses assessing PLOs, and/or ILOs outcomes align CLOs to appropriate PLOs	<input type="checkbox"/>
Outcomes and Rubrics	All courses assessing PLOs, and/or ILOs outcomes are linked to the appropriate PLO rubrics	<input type="checkbox"/>
PLO Data Entry	Faculty entered and posted data for all courses with PLO rubrics	<input type="checkbox"/>
PLO Data Analysis	Department chair and program coordinators retrieved and analyzed all PLO data	<input type="checkbox"/>
SPRING		
Departmental Syllabi	All spring syllabi follow BBC syllabus template and are posted in Populi	<input type="checkbox"/>
CLOs	All courses have CLOs stated in syllabi	<input type="checkbox"/>
CLOs assigned to PLOs	All courses assessing PLOs, and/or ILOs outcomes align CLOs to appropriate PLOs	<input type="checkbox"/>
Outcomes and Rubrics	All courses assessing PLOs, and/or ILOs outcomes are linked to the appropriate PLO rubrics	<input type="checkbox"/>
PLO Data Entry	Faculty entered and posted data for all courses with PLO rubrics	<input type="checkbox"/>
PLO Data Analysis	Program coordinators and Department Head retrieved and analyzed all PLO data	<input type="checkbox"/>
Department Faculty Review	All full-time program faculty reviewed data and gave input into analysis/findings	<input type="checkbox"/>
Annual Department Assessment Reports	All program coordinators submitted the Annual Department Assessment Report to Department Head or Division Chair	<input type="checkbox"/>
Department Head / Division Chair Reports	All Academic Department Assessment Reports or Academic Program Reviews are submitted	<input type="checkbox"/>

ILOs: Institutional Learning Outcomes; **PLOs:** Program Learning Outcomes; **CLOs:** Course Learning Outcomes