### Mission Statement
- Mission statement is included
- Mission statement is posted on department website and clearly labeled as such
- Mission statement adequately describes the purpose of the department

### Department Goals and Objectives
- Department goals are included
- Source of goals (e.g., 5-year review, accrediting body) is identified
- Specific information related to the progress made on each goal is included

**Questions/comments:**

### Student Learning Outcomes and Curriculum Map
- Student learning outcomes are posted on the department website and clearly labeled as such
- Student learning outcomes are consistent across documents/locations
- Curriculum map (including student learning outcomes) is included/attached
- Curriculum map identifies appropriate connections between outcomes and the experience (e.g., a course) that is intended to facilitate the learning

**The student learning outcomes are:**
- Focused on what students will learn (not the activities they will do)
- Concise (do not include more than one outcome area or skill per statement)
- Measurable

**Questions/comments:**

### Learning Outcomes Assessment: Methods
- Methods are included for all student learning outcomes
- Methods chosen were appropriate for the corresponding outcomes
- A variety of methods were utilized to assess outcomes
- Direct methods were utilized
- Indirect methods were utilized

**Questions/comments:**

### Learning Outcomes Assessment: Data Sources
- Data source(s) is/are listed for all student learning outcomes
  - The following is included for each outcome:
    - When data was collected
    - Tools used for data collection
    - From whom data was collected
    - Sampling procedures and size (if applicable)

**Questions/comments:**
Learning Outcomes Assessment: Assessment Results
- Data was evaluated with appropriate statistical methods or analyses
- Results are included for all student learning outcomes
- Results for each outcome are specific to the outcome being assessed
- Results provide evidence as to the extent to which the outcome was achieved
- Supporting documentation (e.g., rubrics, surveys, more complete reports) is included
- Supporting documentation does not include identifiable student information

Questions/comments:

Conclusions/Dissemination and Use of Assessment Findings
- Conclusions related to the assessment of student learning are included
- There is evidence of reflective consideration of what has been learned through the assessment process overall
- Findings have been shared with other faculty, staff, administration, and students
- Findings will be shared with other faculty, staff, administration, and students
- The department has specifically identified how the findings will be used moving forward
  - The following types of changes have been identified:
    - Changes to assessment plan or process
    - Changes to curriculum
    - Changes to academic process
- The department has identified next steps in response to the findings and intended changes

Questions/comments:

Closing the Loop
- Department has identified one change implemented recently as a result of assessment data
- Description of the change implementation process is included
- Information related to how the change has been assessed is included
- Findings of the assessment(s) are included
- Plans for moving forward with this information are included

Questions/comments:

Overall Summary/Conclusions