

## Checklist for Assessment: Completion Required by May 31, 2019

### ☐ Support of King Mission ([Training video](#))

#### ☐ 2018-19 and 2019-20:

1. Documented tie between area's purpose and King's mission.
2. Related/Linked the area's purpose item to the Strategic Goal(s) and Objective(s)
3. Marked as "Completed" in progress.

### ☐ Objectives and Measures

#### ☐ 2018-19

1. Documented Area Objectives and Continuous Improvements ([Training video](#)). For each assessment measure, areas must have
  - I. Summarized the outcome(s) of the assessment in the "Summary of Assessment Data Collected" field. Supporting documents are attached, as applicable (or kept in on file in your office). ([Training Video](#))

IMPORTANT NOTE: If your results will not be available for assessment and input by May 31, *do not leave this box blank.* Instead, write one of the following:

*Results not available at the time of report submission. The results will be assessed and documented in Planning by xxxx (fill in the date).*

OR

*Full results were not available at the time of report submission. The full results will be assessed and documented in Planning by xxxx (fill in the date). Partial results (through xxx) reveal xxx.*

- a. Disaggregated your results by site and/or modality if your area offered services or instruction at more than one location and/or modality (e.g., main campus, off-campus sites, and/or online) ([Training video](#))
- II. Selected the "Was the criteria for success (stated above) met?" drop-down, to state whether if your area met its expected measure.
- III. Detailed how the results have been (or will be) used to improve King's Academic or Student Support activities, if "No" was selected, above.
- IV. Detailed any modifications that will be made to the assessment process in future cycles (e.g., changing instruments, modifying rubric, etc.).
2. Followed up on how the results were used to improve student learning if the criteria was not achieved during academic year 2017-18 ([Training video](#)).
3. Related Objectives to King's Strategic Plan. ([Training video](#))

### ☐ Curriculum Map

#### ☐ 2018-19 and 2019-20

1. Curriculum map verified and attached ([Training video](#))