

Checklist for Annual Planning and Assessment Reporting

Completion required between May 11 - June 12, 2020

For detailed videos reviewing this process, refer to the King University Compliance Assist- Planning [training webpage](#).

Support of King Mission

1. Narrative provides a documented relation between area's purpose and King's mission and vision.
2. Item is related to a Strategic Goal(s) and/or Objective(s), by using the relation function.
3. Marked as "Completed" in progress.

Outcomes and Measures (*Documented Results and Continuous Improvements Plans*)

1. For each Outcome, areas must have:
 - i. Related ("Supports") all Outcomes to King's Strategic Plan.
 - ii. Updated the Progress, *after* updating each assessment measure.
2. For each assessment Measure, areas must have:
 - i. Summarized the results of the assessment data collected in the "Summary of Assessment Data Collected" field. Supporting documents are attached, as applicable.

IMPORTANT NOTE: If your results will not be available for assessment and input by June 12, do not leave this box blank. Instead, write one of the following:
Full results were not available at the time of report submission. The full results will be assessed and documented in Planning by xxxx. Partial results (through xxxx) reveal xxxx.
OR
Results not available at the time of report submission. The results will be assessed and documented in Planning by xxxx.
 - ii. Disaggregated the 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)
 - iii. Selected the appropriate response in "Was the criteria for success (stated above) met?" drop-down menu, to provide whether your area met its expected measure.
 - iv. Detailed how the results are/will be used to improve King's Academic or Student Support activity, especially if "No" was selected, above. This has provided any improvements that will be made to the activity (adjusting delivery methods, focusing on specific services, modifying rubric, etc.) or the assessment process (e.g., changing survey instruments, adjusting timelines, etc.).
 - v. Followed-up on the improvement plan that was developed during the previous year, explaining how the results and plan developed from 2018-19 were enacted during the current year. (The area should replace "*Type Here*" with this explanation.)
 - vi. Updated the Progress, *after* updating each field of the measure.

Curriculum Map (*Programs, Only*)

1. Curriculum map verified, updated, and attached