

# Checklist for Annual Planning and Assessment Reporting

Completion required between May 6 – June 14, 2024

For detailed videos reviewing this process, refer to the [Assessment Training webpage](#) or the [Example Assessment Plan](#) in Weave.

## □ Area Mission

1. Narrative provides a documented relation between area's purpose and King's mission and vision.

## □ Outcomes

1. Titles and Descriptions exist for each Outcome created
2. Outcomes are either a Program, Student Learning, or Department Outcome, and are concise, specific, and Measureable.

## □ Measures

1. Titles and Descriptions exist for each Measure created.
2. Measures are either [Direct or Indirect](#), and show evidence to determine success of the Outcome.
3. Follow-up on the Previous Year's Improvement Actions Identified is provided, if applicable explaining how the results and plan developed from 2022-23 were enacted during the current year and what changes were shown in the data (*below*).

## □ Criterion for Success

1. Brief Statements exist for each Criteria created. ***The “Description” field can remain blank, as this only duplicates in the report. If a description is present, it must be completely distinct from the “Criterion for Success” field.***
2. Summarized results of the assessment data collected are provided in the “Summary of Data Collected” field. Supporting documents are attached, as applicable.
3. Updated Status, *after* providing a Summary of data.
4. Full data is provided with reflection and interpretation in “Analysis of Data...” field. A disaggregation of data by site/modality is provided (e.g., main campus, off-campus sites, or online, as well as 5- vs. 15-week offerings).
5. Information on how the results will be used to improve King's Academic, Administrative, or Student Support activity is provided in the “... Continuous Improvement Actions Identified” field. **This is required if “Not Met” or “Partially Met” was selected, above. This information has provided improvements that will be made to the activity or the assessment process.**

## □ Curriculum Map (Programs, Only)

1. Curriculum map verified under the “Project Attachments” ensuring any new courses are included