**Program-Level Continuous Improvement Process (CI-Process) Basics**

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| **Program Basics** | **Program Name: State formal program name from list of ADHE- or UCA-recognized programs.** |
| **Program Purpose: State WHY this program exists. The purpose should support the University, College, and Department mission statements, but it should NOT be a reiteration of those statements.** |
| **Program Goals**  **(Typically programs have 2-4 goals)** | **Goal 1: Program goals state the faculty’s broad expectations of the knowledge, skills, or abilities held by program completers.** |
| **Goal 2:** |
| **Goal 3:** |
| **Goal 4:** |
| **Goal 5:** |
| **Goal 6:** |
| **Goal 7:** |
| **Goal 8:** |

**Program-Level Continuous Improvement Process (CI-Process) Plan**

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| **Closing the Loop Process** | **Data Collection** | ***Who* & *How*: Indicate who will collect the data and how data will be collected.** |
| ***Timeline*: Indicate when the data will be collected.** |
| **Data Analysis** | ***Who*: Indicate who, by name or position, is responsible for organizing the data and performing an initial analysis of the data to determine the extent to which the benchmarks for the tested student learning outcomes were achieved.** |
| ***Timeline*:** **Indicate when the data will be analyzed.** |
| **Data Dissemination** | ***Who* & *How*: Indicate who will share data will relevant faculty and how data will be shared.** |
| ***Timeline*:** **Indicate when the data will be shared.** |
| **Resulting Actions** | ***How*: Indicate how the Program Director will formally share results and present desired program changes with the Responsible Authority.** |
| ***Timeline*:** **Indicate when the data and faculty feedback will be shared.** |
| **Re-assessment/ Evaluation** | ***How*: Indicate how the desired program changes will be put into place and what data will be collected following the changes. If process for collecting and analyzing data is different from what is stated above, indicate how it will be different here.** |
| ***Timeline*: Indicate when the data will be collected following these changes.** |

**CI-Process Student Learning Outcome Information Sheet**

*Repeat table as needed for each Student Learning Outcome.*

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| **Student Learning Outcome** | **Student Learning Outcome** | **A Student Learning Outcome is a specific and measurable indicator of student progress toward a program goal(s).** |
| **Related Program Goal(s)** | **State the program goal addressed by this Student Learning Outcome. A “SLO” may address a single goal or multiple goals.** |
| **Assessment Activity/Artifact/ Output** | **State the activity that will be directly assessed for the above Student Learning Outcome.** |
| **Assessment Method** | **Explain how the quality of the above activity will be assessed.** |
| **Benchmark** | **State the performance expectation for the above activity, and some justification for that expectation.** |
| **Academic Course of Assessment** | **State who will be assessed using the above activity AND in which academic course the assessment will occur.** |
| **Frequency** | **State when AND how frequently the above activity will be assessed.** |