**UNIVERSITY OF CENTRAL ARKANSAS**

**ACADEMIC ASSESSMENT PLAN**

Requirements, Template, and Example

**Requirements**

1. *Submit with New Program Proposal*
   1. *Programs are encouraged to consult with the Office of University Assessment.*
   2. *Contact information* [*assessment@uca.edu*](mailto:assessment@uca.edu)
2. *Send copy of Assessment Plan to the Office of University Assessment, Wingo 215.*
3. *Update the Program Assessment Plan based upon EAPR or Accreditation Cycles.*

**Basic Information**

Program Name:

College:

Department:

Program Level (check all that apply)

* Associate’s
* Bachelor’s
* Undergraduate Certificate
* Master’s
* Doctoral
* Graduate Certificate

Date Plan Submitted:

College Dean & email:

College Curriculum Committee Chairperson & Email:

Department Chairperson & email:

Department Curriculum Committee Chairperson & email:

1. **Introduction** (identify college, unit, and degree programs)
   * Purpose
   * Unit Mission Statement
2. **Student Outcomes**
   * Learning Outcomes by Program (focused on student performance, clearly stated, and measurable)
   * Accreditation Standards/Outcomes by Program (if applicable)
3. **Assessment Cycle**
   * Assessment Cycle will be determined with assistance from the Office of Assessment
4. **Curriculum Map**

* Office of Assessment will provide examples and consultative services to meet this requirement.

1. **Assessment Methods and Measures (Formative and Summative recommended)**

* Record the assessment measure(s) that evaluate each student learning outcome (note: each learning outcome should have an associated assessment measure).
  + Direct Methods/Measures Preferred/Used at the Course and Program Levels (examples: writing examples, oral examinations, internships, clinicals, quizzes, test, team/group projects and presentations)
  + Indirect Methods/Measures Preferred/Used at the Course and Program Levels (examples: surveys, quantitative data, course grades, alumni surveys, student evaluation of instruction

**6. Data Collection and Review**

* When will data be collected for each outcome?
* How will data be collected for each outcome?
* What will be the benchmark/target for each outcome?
* What individuals/groups will be responsible for data collection?

**7. Participation in Assessment Process**

* Who will participate in carrying out the assessment plan?
* What will be their specific role/s?

**8. Data Analysis**

* How and will the data and findings be shared with faculty?
* Who was involved in analyzing the results
* How are results aligned to outcomes and benchmarks?

**9. Plan for Using Assessment Results to Improve Program**

* How will you use the results to improve your program?

**10. What are the plans to evaluate students’ post-graduate success?**

**11. What are the plans to evaluate teaching effectiveness?**

**12. Appendices-Required….Curriculum Maps by Program, Assessment Tools (examples: Rubrics, Surveys, Tests, etc.), any other important materials/documentation**

**13. Submit Assessment Plan**

* Send completed form electronically to [assessment@uca.edu](mailto:assessment@uca.edu)

For questions or concerns please contact:

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