University of Central Arkansas

## Proposal for Change in Continuous Improvement Plans/Processes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Department |  | | Date |  |
| Program for which the change is proposed | |  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Action Item | | | | Information Item | | | |
|  | | | |  | | | |
| Check area of change: | | | | Check area of change: | | | |
|  | New continuous improvement plan | | |  | Minor change of wording | | |
|  | Continuous improvement plan revision | | |  | Minor change in assessment criteria | | |
|  | Alternative reporting method | | |  | Other |  |  |
|  | Other |  |  |  |  | | |
|  |  |  | |  |  | | |

Description of change:

|  |
| --- |
|  |

Reason for change:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Effective date of change: |  |

Change recommended by (for action items) or noted by (for information items) …

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | |
|  |  | Department Chairperson | Date |
|  |  |  |  |
|  |  | College Dean | Date |
| College Curriculum and Assessment Committee |  |  | |
|  |  | Committee Chairperson | Date |
| Academic Assessment Committee |  |  | |
|  |  | Committee Chairperson | Date |

**NOTE:** Changes in continuous improvement plans/processes can be reviewed only during the regular academic year. Action-item proposals must be received by the Academic Assessment Committee at least one month before action is desired.