



## Reviewing Your Systematic Approach

### **Planning:**

- ☐ Engage stakeholders
- ☐ Identify the purpose of the assessment
- ☐ Create a written plan with milestones over several years for sustainability

### **Implementation:**

- ☐ Identify leadership at all levels (course, department, program, institutional)
- ☐ Identify data collection strategies
- ☐ Develop or purchase appropriate measurement instruments
- ☐ Orient stakeholders to the tools and their role
- ☐ Collect data
- ☐ Organize and analyze data
- ☐ Summarize findings
- ☐ Share results

### **Improving and Sustaining:**

- ☐ Stakeholders evaluate credibility of evidence
- ☐ Improve collection methods, if necessary
- ☐ Assessment leadership reviews, shares, and takes necessary actions related assessment findings
- ☐ Periodically reexamine assessment plan and processes, and make changes as necessary

