**July 2022**

*Please share with your faculty:*

**Tips for effective assessment planning**

Summer is an ideal time for creating effective program assessment plans. Creating a well-thought-out assessment plan is important for ensuring that assessment is a meaningful, proactive, and collaborative process. According to Flimore (n.d) a comprehensive assessment plan should include:

* Which program objectives will be assessed each semester?
* When will each objective be assessed, what evidence will be collected to assess each objective?
* How will that evidence be collected and by whom; who will analyze, summarize and report the results?
* Who will meet to discuss the results of the assessment?
* How and when will the assessment results be used to inform the program (

It is also important for assessment plans to be flexible. The goal of an assessment plan is for it to be useful to the program, and the assessment plan may need to be modified because of changes to the curriculum, faculty, and program priorities (Fimore). Finally, an effective assessment plan should involve collecting multiple, and varied forms of assessment evidence to make valid inferences about the extent to which an objective is being achieved (Filmore). An effective assessment plan also involves reviewing and revising program learning goals and objectives. If an objective is not going to be assessed in a reasonable 3–5-year timeline the program should consider if it is still relevant to the program. Also, with the addition of new program courses and teaching modalities, additional program goals and objective may need to be added. Creating a comprehensive assessment plan will ensure that assessment is a purposeful and meaningful process for the program.

Source: Filmore, n.d. Creating your comprehensive assessment plan. Clark University Outcome Assessment, <https://www.clark.edu/tlc/outcome_assessment/>

**Please share examples** of how your program creates effective assessment plans and I will feature those examples on YU’s Learning Assessment Website.

**Reminder:** If you have not already submittedyour Spring 2022 assessment report which was due June 6, please do so ASAP.