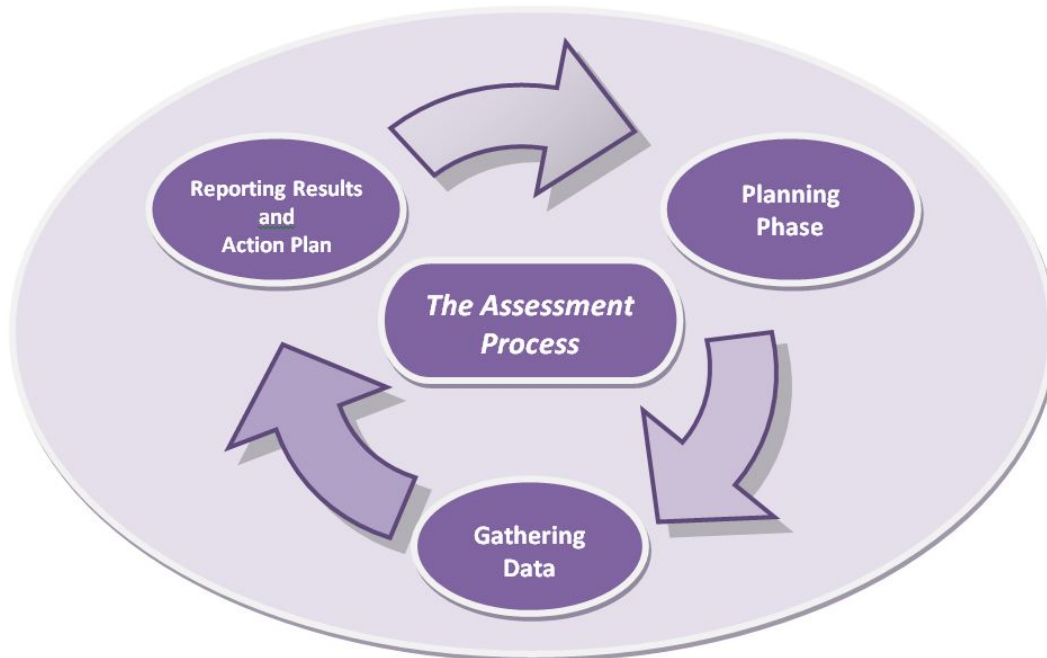


# The Yearly Assessment Cycle and Five Vital Steps



## Steps for Successful Assessment

### **Planning – Complete at the Beginning of the Year**

- Step 1: Choose Student Learning Outcomes (SLO) to be measured in the chosen year.
- Step 2: Choose Assessment Tools: Describe the measures and the methodology of assessment, the time table, and target groups that will be used to measure the achievement of the Student Learning Outcomes this year.
- Step 3: Set Achievement Targets - Describe the levels of performance criteria that will indicate success on the Student Learning Outcomes this year.

### **Assessment Findings and Action Plans – Gather Data throughout the Year and Report at the End of the Year**

- Step 4: Findings: Record, interpret, and evaluate the results of the assessment tools used this year.
- Step 5: Describe how the results of the assessment (step 4) were used for improvements. If steps cannot be taken immediately, include a dated Action Plan of how and when the improvements will be made. When the Action Plan is completed, note the date in your assessment.

## Related SACSCOC Core Requirements and Comprehensive Standards

2.5 The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systematic review of institutional mission, goals, and outcomes; (2) result in continuing improvement in institutional quality; and (3) demonstrate the institution is effectively accomplishing its mission. (Institutional Effectiveness)

3.3.1 The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas: (Institutional effectiveness)

3.3.1.1 educational programs, to include student learning outcomes

3.3.1.2 administrative support services

3.3.1.3 academic and student support services

3.3.1.4 research within its mission, if appropriate

3.3.1.5 community/public service within its mission, if appropriate

3.5.1 The institution identifies college-level general education competencies and the extent to which students have attained them. (General education competencies)