

LLU Program Review and Assessment¹ Checklist

Preparing for WSCUC 2020

Program Director Responsibilities

Completed	Requirements & Due Dates
	1. Program Assessment Plan <ul style="list-style-type: none">• Program Learning Outcomes (PLOs)• Curriculum Map• Assessment Matrix Post in AMS – February 2020
	2. Program Review (PR) <ul style="list-style-type: none">• Self-study Report• PR External Review Team Visit and Report• PR Action Plan - Update in AMS: Due end of October WSCUC-Only: must have at least one completed program review since 2014 WSCUC-Plus: follow the professional accreditation schedule
	3. ILO and Professional ILO Assessment Reports Due February 2020 in the AMS
	4. Faculty Annual Report Due end of October
	5. Commendations & Recommendations February 2020 - Survey
	6. Inventory of Educational Effectiveness Indicators (IEEI) Due February, 2020 - Survey
	7. Full-time and Part-time Faculty Due February 2020 - Survey

Note: Everything is due by the end of February 2020! But submitting sooner than later is best!

¹ Assessment based on ILOs and PLOs and is tracked over time.

School Responsibilities

Completed	Requirements & Due Dates
	1. Ensure all WSCUC-Only program reviews are completed. If a program hasn't had a review since 2014, have them begin the review now. October 2019 - Review
	2. Ensure that all programs complete the commendations and recommendations survey for the most recent professional accreditation or LLU program review. Due February 2020 - Survey
	3. Ensure all programs complete and/or update their program assessment plans (program learning outcomes, curriculum map, and assessment matrix). Due January 2020 - Submit in AMS ² .
	4. Give administrative feedback to all programs by three months after the conclusion of their program review or professional accreditation evaluation cycle. Due three months after completed cycle.
	5. Review and analyze programs' (1) ILO & PLO assessment , and (2) Program Review and Professional Accreditation evaluation. Due February 2020 - Submit analysis report to OEE ³ .
	6. Submit to OEE with most recent electronic self-study and site team reports via OEE flash drive (will be given to your school's Academic Dean). Due February 2020
	7. Ensure that all programs complete the IEEI survey for WSCUC and the U.S. Dept. of Education. Due February 2020 - Survey
	8. Ensure that all WSCUC-Only programs have completed the required list of each program's full-time and part-time faculty (required for CFR 2.1). February 2020 - Survey
	9. Submit all remaining projects, reports, and data needed for WSCUC. Due February 2020

Note: Everything is due by the end of February 2020! But submitting sooner than later is best!

² AMS – <https://myllu.llu.edu/assessment/programs/?tab=dashboard>

³ Office of Educational Effectiveness - assessment@llu.edu