



Department Chair Annual Assessment Checklist

Department:

Department Chair Name:

Academic Year: Fall 20_____ to Spring 20_____

Due: Annually, the last Friday in October for the previous academic year.

Submit: Electronically in Course Commons on or before the due date.

***If a box is unchecked, please submit an addendum with the checklist explaining the status.**

FALL		
Curriculum Map	Up-to-date	<input type="checkbox"/>
Departmental Syllabi	All fall syllabi followed the EU syllabus template and are in Course Commons.	<input type="checkbox"/>
CLOs	All courses have CLOs stated in syllabi.	<input type="checkbox"/>
CLOs aligned to PLOs	All courses assessing PLOs and/or EU20 outcomes aligned CLOs to appropriate PLOs.	<input type="checkbox"/>
Outcomes and Rubrics	All courses assessing PLOs and/or EU20 outcomes linked the appropriate PLO rubrics in Course Commons.	<input type="checkbox"/>
PLO Data Entry	Faculty entered fall data in Course Commons for all courses with PLO rubrics.	<input type="checkbox"/>
PLO Data Analysis	Dept. chair and program coordinators retrieved and analyzed all PLO data in Course Commons.	<input type="checkbox"/>
Dept. Faculty Review	All full time faculty reviewed fall and spring data and gave input into analysis/findings.	<input type="checkbox"/>
Academic Program Assessment Reports	All program coordinators submitted the Academic Program Assessment Report for the previous academic year to the dept. chair on or before the last Friday in October.	<input type="checkbox"/>
Academic Program Assessment Reports	Dept. chair uploaded reports in Course Commons under Dept. Documents/Academic Program Assessment Reports.	<input type="checkbox"/>
SPRING		
Departmental Syllabi	All spring syllabi followed the EU syllabus template and are in Course Commons.	<input type="checkbox"/>
CLOs	All courses have CLOs stated in syllabi.	<input type="checkbox"/>
CLOs aligned to PLOs	All courses assessing PLOs and/or EU20 outcomes aligned CLOs to appropriate PLOs.	<input type="checkbox"/>
Outcomes and Rubrics	All courses assessing PLOs and/or EU20 outcomes linked the appropriate PLO rubrics in Course Commons.	<input type="checkbox"/>
PLO Data Entry	Faculty entered spring data in Course Commons for all courses with PLO rubrics.	<input type="checkbox"/>
PLO Data Analysis	Dept. chair and program coordinators retrieved and analyzed all PLO data in Course Commons.	<input type="checkbox"/>