JRCERT

Assessment Checklist—Assuring Quality in Student Learning Outcome Assessment Planning and Implementation

Systematic Assessment Plan Development	Goal #1 Clinical Competency	Goal #2 Critical Thinking	Goal #3 Communicate Effectively

☐ Engage **Communities of Interest** in the development of the assessment plan and its components.
☐ Review your institutional and program **Mission Statements.**
☐ Develop Program **Goal Statements.**
  o Align goals with the mission statement of the program.
  o Create goals that are student centered and reflect student learning.
  o Focus the goals on the end results of learning.
☐ Develop Specific **Student Learning Outcomes (SLO).**
  o **S**pecific
  o **M**easurable
  o **A**ttainable
  o **R**elevant
  o **T**ime-bound
☐ Develop or identify **Measurement Tools.**
  o Rubric
  o Test question
  o Clinical or skill evaluation/practical
  o Others
  o Ensure at least one direct measure.
☐ Set a **Benchmark** for each Measurement Tool.
  o Use historic data trends to establish benchmark.
  o Set benchmark to be attainable with good performance.
  o Set benchmark above minimum passing score.
☐ Establish a **Timeframe.**
  o Identify who will collect the data from which course at what point in the curriculum.
  o Determine the timing for data collection.
	☐ SLO #1
	  o Measurement Tool #1
	    ▪ Timeframe
	    ▪ Benchmark
	    ▪ Data
	    ▪ Analysis
	    ▪ Improvements
	  o Measurement Tool #2
	    ▪ Timeframe
	    ▪ Benchmark
	    ▪ Data
	    ▪ Analysis
	    ▪ Improvements
	☐ SLO #2
	  o Measurement Tool #1
	    ▪ Timeframe
	    ▪ Benchmark
	    ▪ Data
	    ▪ Analysis
	    ▪ Improvements
	  o Measurement Tool #2
	    ▪ Timeframe
	    ▪ Benchmark
	    ▪ Data
	    ▪ Analysis
	    ▪ Improvements
		☐ SLO #1
		  o Measurement Tool #1
		    ▪ Timeframe
		    ▪ Benchmark
		    ▪ Data
		    ▪ Analysis
		    ▪ Improvements
		  o Measurement Tool #2
		    ▪ Timeframe
		    ▪ Benchmark
		    ▪ Data
		    ▪ Analysis
		    ▪ Improvements
		☐ SLO #2
		  o Measurement Tool #1
		    ▪ Timeframe
		    ▪ Benchmark
		    ▪ Data
		    ▪ Analysis
		    ▪ Improvements
		  o Measurement Tool #2
		    ▪ Timeframe
		    ▪ Benchmark
		    ▪ Data
		    ▪ Analysis
		    ▪ Improvements
			☐ SLO #1
			  o Measurement Tool #1
			    ▪ Timeframe
			    ▪ Benchmark
			    ▪ Data
			    ▪ Analysis
			    ▪ Improvements
			  o Measurement Tool #2
			    ▪ Timeframe
			    ▪ Benchmark
			    ▪ Data
			    ▪ Analysis
			    ▪ Improvements
			☐ SLO #2
			  o Measurement Tool #1
			    ▪ Timeframe
			    ▪ Benchmark
			    ▪ Data
			    ▪ Analysis
			    ▪ Improvements
			  o Measurement Tool #2
			    ▪ Timeframe
			    ▪ Benchmark
			    ▪ Data
			    ▪ Analysis
			    ▪ Improvements

Implement Plan and Collect Data	Analyze Data and Share with Communities of Interest	Implement Changes for Improvement

☐ Collect Actual Data results for each Measurement Tool.
   ○ Average percentage score
   ○ Average score based on rubric or Likert scale (include scale)
☐ Include number of students evaluated (Sample size).
☐ Include past 3-5 Years of data results for comparison purposes (Trend data).
☐ Consider formative and summative data.
	☐ Analyze data for each SLO.
	☐ Identify inconsistencies in the data.
	☐ Determine if the benchmark was met.
	☐ Review data trends and compare to past assessments.
	☐ Discuss positive and concerning results.
	☐ Develop an action plan.
	☐ Indicate updates from previous action plans with signs of improvement and document data from action plans until benchmark(s) met.
	☐ Review the student learning outcome to determine if it is still appropriate.
	☐ Reflect on the effectiveness of the measurement tool in relation to the student learning outcome.
	☐ Review the timeframes and benchmarks for appropriateness.
	☐ Share data, benchmarks met or not met, analysis, and actions with Communities of Interest.
	   ○ Clinical Competence
	   ○ Communication Skills
	   ○ Critical Thinking
	☐ Document the analysis of the data and how it was shared with communities of interest in meeting minutes and other pertinent assessment records.
		☐ Implement ideas or action plans that come from the analysis of data.
		☐ Determine which faculty/staff will implement the new ideas and plans in which courses.
		☐ Determine which benchmarks will be updated and the timing.
		☐ Notify those impacted.
		   ○ Students
		   ○ Faculty
		   ○ Clinical preceptors and staff
		   ○ Managers
		☐ Re-evaluate the changes as needed.
		☐ Document the action plan, implementation, and results in meeting minutes and other pertinent assessment records.
		☐ Complete and document a holistic review of your assessment plan in consultation with Communities of Interest at least every three years.
		   ○ Mission
		   ○ Goals
		   ○ Assessment Plan

Resources:
- MR Assessment Plan Example
- Developing an Outcomes Assessment Plan Module
- Sample meeting minutes