

The CAP Committee (CAPC) recommends that a course assessment plan should identify the following elements:

- System for administering assessment [e.g., rubric – which relates directly to the Course Learning Objectives (CLOs)]
- Specifics about which assignment(s) are used to assess which CLOs
- Who will conduct the assessment (e.g., instructor of record, outside instructors, etc.)?
- Who will be assessed (e.g., every student or random sample)?
- Frequency of assessment (if appropriate, depending on how often the course is offered)
- Thresholds for achievement (e.g., 70% proficiency)
- Process or method for interpreting and using results of assessment to inform future course offerings
- Steps taken to act upon the evidence and/or data to enhance student learning in the course (i.e., closing the loop)

If the course is part of program assessment (perhaps for an academic unit and/or external accreditation), please look for ways to align the 4-Year Review with that process.