

The CAP Committee (CAPC) ***strongly 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)]
 - o System should include clearly defined criteria to determine whether or not each CLO is being achieved and how those criteria will be evaluated using student work
- Specifics about which assignment(s) are used to assess which CLOs and how those assignments align with the criteria
- Who will conduct the assessment (e.g., instructor of record, outside instructors, etc.)?
- Who will be assessed (e.g., every student or random sample) and why are those determinations appropriate?
- 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.

Beginning in Fall 2021, the CAPC is requiring that all CAP course proposals include a full assessment plan in [Course Inventory Management \(CIM\)](#) based on these recommended elements. This applies to all courses seeking new CAP approval, as well as existing CAP courses proposing changes to components and/or Institutional Learning Goals prior to the initial 4-Year Review. Subsequently, these courses must have already implemented the assessment plan prior to the initial 4-Year Review and have evidence of student learning to be reapproved. A minor change (e.g., changing the course number or a pre-req) to an existing CAP course prior to the initial 4-Year Review will not require an assessment plan.

If faculty determine that any of these recommended elements are not applicable to assessing student learning in the course, a brief rationale should be provided in the assessment plan.

(updated August 2021)