



## **Annual Department/Program Check-In Assessment Form Protocol of Use**

*Last updated on 1/23/2015*

### **I. Purpose**

In a continued effort to assess student learning and to ensure that all UWSP students enjoy a meaningful and enriching learning experience, the Assessment Subcommittee asks that all the departments and programs fill out an Annual Department/Program Check-In Assessment Form. This form is intended to assist the Department/Program in matching their ongoing assessment efforts with their 5-year program assessment plan and to communicate their needs to the Assessment Subcommittee.

### **II. Timeline**

The Annual Department/Program Check-In Assessment Form shall be emailed by the AS Co-Chair(s) to all the programs and departments no later than the end of September. It is expected to be completed and returned within 2 weeks of receipt.

### **III. Feedback and Support from the Assessment Subcommittee**

The Assessment Subcommittee will review the Annual Department/Program Check-In Assessment Forms and provide feedback and support, as needed.

### **IV. Delinquent Forms**

In the event that the Annual Department/Program Check-In Assessment Form is not returned by the end of October, the Assessment Subcommittee will follow the same procedures currently used for delinquent program assessment reports ("Procedures for Delinquent Assessment Reports" approved by the Faculty Senate on December 5, 2012).

*The Faculty Senate approved/accepted the following: Annual department/program check-in assessment form and protocol for use  
February 27, 2015*