



Onboarding Checklist for New Program Coordinators

Academic Program Assessment

No previous assessment experience? Start here!

Resources on OIEE's website:

- [Assessment 101](#) – General information about the assessment process, terminology, learning outcomes, measurement strategies, and data-informed decision making.
- [What is Program Assessment?](#) - A summary of the process followed by programs at Texas A&M University to assess and document assessment of learning.
- Read some [exemplary assessment reports](#) produced by programs at Texas A&M University.

Ready for specifics?

- [Request HelioCampus access](#) for Program Assessment.
- Review the [HelioCampus User Guide](#) and/or watch [this helpful video](#) (4 min).
- Review the comprehensive [Academic Program Assessment Guidelines](#) manual.
 - This manual includes very specific information about the documentation requirements and expectations for each section of the Assessment Plan & Report. Valuable information is covered on every page, including the FAQs sections.
 - For a summary of the minimum requirements and the rubric OIEE uses to assign Compliance Indicators to reports, visit [this webpage](#).
- Locate and read previously completed assessment reports, including the embedded feedback from College Liaisons and OIEE.
 - [How to locate past assessment reports](#)
 - Pay particular attention to:
 - Which PLOs have been assessed and when. Ideally, all identified PLOs will be assessed within a 5-year period.
 - Internal feedback from College Liaison(s) embedded throughout the form.
 - OIEE comments & Compliance Indicators at the end of each report. Compliance Indicators were not used prior to AY21-22.

Faculty Collaboration

It is important that all program faculty are involved in (or at least aware of) current assessment priorities and strategies. Program assessment is most meaningful when faculty collaborate to collect data and make curricular decisions based on that data.

Questions to consider:

- Is there a departmental or program assessment committee that discusses assessment regularly?
 - Assessment Reports are due each Fall in October; OIEE recommends convening faculty in September to discuss results and develop action(s) for learning improvement.
- Is program assessment a standing agenda item in department meetings? If not, can it be added?
- Who in the department/program has knowledge of existing programmatic assessment strategies? What can you learn from them?
- Where is there overlap between program learning outcomes and course learning outcomes in “core” courses? Are there existing assignments, projects, papers, quizzes, or exams in these courses that could be used to strengthen the assessment strategy?
- Who is responsible for collecting and analyzing student learning data?
- Where is assessment data housed internally (department network drive, Google Drive, etc.)?