

APPENDIX D: PLANNING FORM for MAJOR FIELD ASSESSMENT

Complete and return to the Office of Institutional Research and Assessment

Program Name: _____

Submission Year: _____

Responsible Parties (i.e., Department Head, Faculty Contact(s), etc.)

Name	Status (e.g., department head, main contact, cc only, etc.)

1. What type of assessment instrument will be used?

- We will be using a previously-used, locally-developed assessment instrument with up to 20% revisions (Continue to #2)
- We will be using a previously-approved capstone experience or course grade with up to 20% revisions (Continue to #2)
- We will be using a nationally-normed or licensure assessment (Is this the first time to use it? Yes No)

Instrument name: _____ (Continue to #2)

- We will be creating or using a brand new assessment instrument OR will be revising a previously-used assessment instrument by more than 20% (Please do not complete any more of this form and return it now. You will be contacted by OIRA staff to begin the planning process for your new or revised assessment instrument.)

2. What Student Learning Outcomes will this assessment instrument address?

3. How will the students be notified of their responsibility to participate? (If the assessment instrument is part of the curriculum please indicate this.)

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4. When/how will the assessment instrument be administered/delivered?

Timeline	Action

5. How will the overall results be used?

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(Please add additional sheets as necessary)