1. Program-Department Name

2. Program-Department Mission Statement

3. Student Learning Outcome(s)

4. Methods
   a. With criteria for each outcome
   b. Add limitation, if applicable

   a. Identify who is responsible for doing each step in the evaluation process (list all of the individuals involved in the assessment process).
   b. Outline the timeline for implementation
   c. Identify who will be evaluated
   d. Identify other programs who are assisting with the evaluation
   e. Identify who is the intended user of the data that will be collected

6. Results
   a. Summarize the results for each outcome
   b. Summarize the process to verify/validation the results

7. Decisions and Recommendations
   a. Summarize the decisions/recommendations made for each outcome
   b. Identify the groups who participated in the discussion of the evidence that led to the recommendations and decisions.
   c. Summarize the suggestions for improving the assessment process (including improvement of outcome, evaluation methods, criteria, etc.)
   d. Identify when each outcome will be evaluated again (if the outcome is to be retained)
   e. Identify those responsible for implementing recommended changes