Assessment and Continuous Quality Improvement Form

SII-PDCA

Date	
Names (who is reporting SII-PDCA)	
Department/Office/Committee	
Subject of Assessment *Examples: Course (number), Committee (name), Event (name), Process (name), Curriculum (program name), Initiative (name), Plan (name), Project (name), Performance / Presentation / Paper / Poster (name), Past SII-PDCA (name/date), Other (describe)*	

Instrument Used or Type of Data Collected (instructors are advised to use at least three sources of data in assessing and improving their courses) *Check off the assessment instruments used, who was assessed, and the date the instrument was delivered.* *You may attach copies of the assessments used to help inform the SII-PDCA process.* *For Course Review: please ensure three assessment instruments are considered. You must consider the end of course student survey and major course tests and other summative performances in your SII-PDCA process.*	Check one or more boxes then describe below:

Survey Results **(End of course student survey results required for courses)**	Tests/exam item analysis/student performance **(required for courses)**
Focus Group Results	Review of minutes or other ongoing record or reflection, e.g., "red book" for courses (name)
Formative student understanding within the course (e.g. Minute Paper, Muddiest Point, Student-Generated Test Questions, Classroom Opinion Polls)	CLO/PLO/GLO rubrics and learning outcome data
Program outcome data (e.g., licensing examinations, PCOA, event attendance, scholarly productivity)	Plan (e.g. strategic plan, earlier SII-PDCA forms, budgets, faculty adequacy model)
Input data (e.g., admission data, faculty/staff credentials on hire, student performance in prerequisite courses)	Peer review
External review (e.g. accreditor visit	Other

Assessment Name, Date, Who Was Assessed, Description of Assessments:

SII	**Strengths** *And why are these strengths? How can you leverage these strengths?*	
SII	**Insights** *What did you learn? What surprised you?*	

	Areas for Improvement *What problems did you experience?* *What are the root causes of this problem?* *What are your assumptions?*	
	Plan: *What change is needed?* *What literature addresses this problem?*	
	Do: *What concrete steps will be taken? Is a pilot needed? Who will be impacted? Who needs to buy-in? Who should you communicate with? Who is responsible for doing what?*	
	Check: **What** *data will you collect and analyze to assess?* **Who** *will do the work?* **When** *will this be done?* **Adjust:** Any changes implicated by assessment can be added to the original report or completed in a new SII-PDCA form	
Additional Comments		
Report Conveyed to (Admin/ Faculty or Chair / Committee) Please specify:		
Accreditation Standards related to Assessment Process Reviewed Above (<u>to be added by DIAERC</u>)	**ACPE:** **COCA:** **WSCUC:**	

When you select a button below, your SII-PDCA form will be emailed and channeled to the appropriate recipient for review.