LLU Program Review and Assessment[1] Checklist
Preparing for WSCUC 2020

Program Director Responsibilities

Completed	Requirements & Due Dates
	1. Program Assessment Plan • Program Learning Outcomes (PLOs) • Curriculum Map • Assessment Matrix Post in AMS – December 2019
	2. Program Review (PR) • Self-study Report • PR External Review Team Visit and Report • PR Action Plan - Update in AMS: Due end of October WSCUC-Only: must have at least one completed program review since 2014 WSCUC-Plus: follow the professional accreditation schedule
	3. ILO and Professional ILO Assessment Reports Due end of October in the AMS
	4. Faculty Annual Report Due end of October
	5. Commendations & Recommendations Survey - November 2019
	6. Inventory of Educational Effectiveness Indicators (IEEI) Survey - February, 2020

Notes:

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[1] Assessment based on ILOs and PLOs and is tracked over time.

School Responsibilities

Completed	Requirements & Due Dates
	1. Ensure all WSCUC-Only program reviews are completed. If a program hasn't had a review since 2014, have them begin the review now. Review - October 2019
	2. Ensure that all programs complete the **commendations and recommendations** survey for the most recent professional accreditation or LLU program review. Due November 2019
	3. Ensure all programs complete and/or update their **program assessment plans** (program learning outcomes, curriculum map, and assessment matrix). Due December 2019 - Submit in AMS[2].
	4. Give **administrative feedback** to all programs by three months after the conclusion of their program review or professional accreditation evaluation cycle. Due three months after completed cycle.
	5. Review and analyze programs' (1) **ILO & PLO assessment**, and (2) **Program Review and Professional Accreditation** evaluation. Due January 2020 - Submit analysis report to OEE[3].
	6. Submit to OEE with most recent **electronic self-study** and **site team reports** via OEE flash drive (will be given to your school's Academic Dean). Due January 2020
	7. Ensure that all programs complete the **IEEI survey** for WSCUC and the U.S. Dept. of Education. Due February 2020
	8. Submit all **remaining projects, reports, and data** needed for WSCUC. Due February 2020

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[2] AMS – https://myllu.llu.edu/assessment/programs/?tab=dashboard
[3] Office of Educational Effectiveness - assessment@llu.edu