

*This guide provides a brief checklist of Year 1 assessment cycle activities.*

## YEAR 1: PLANNING CYCLE CHECKLIST

### START OF THE YEAR ACTIVITIES

- Identify the Program Learning Outcomes (PLOs) to be addressed in the new cycle.
- Review and revise PLO language, as needed. If revisions are required, faculty consensus should be reached and the University Curriculum Committee approval process initiated.
- Develop or update the curriculum map to ensure alignment with the selected PLOs and current course offerings. If you do not have an existing curriculum map, use the template that is available in the [CIA Teams Channel space](#).
- Designate key faculty contributors who will participate in assessment activities this cycle.
- Schedule quarterly touchpoint meetings for faculty to review progress, discuss findings, and make recommendations for action during the review year.
- Upload your current curriculum map to your respective [CIA Teams Channel space](#).

### DURING THE YEAR ACTIVITIES

- Generate ideas for what to assess in the current cycle.
- Document any planned interventions that will be implemented as part of the assessment project, if appropriate.
- Identify the courses from which data will be collected to measure the project's outcomes.
- Select the specific assessment(s) within the course(s) that will serve as data evidence.
- Establish performance expectations (benchmarks, metrics, or competency levels) that will be used to evaluate the project's success.
- Summarize the review activities you completed during the year.

### END OF THE YEAR ACTIVITIES

- Develop an action plan that outlines any activities to be implemented and the data to be collected over the next two years. Clearly explain the significance of this plan and describe how the data will be used to inform decisions and guide improvements.
- Upload evidence of the review process to your respective [CIA Teams Channel space](#).
- Enter all required fields in the program module in Xitracs. For more information on this process, see the Xitracs guide in the [CIA Teams Channel space](#).

## ADDITIONAL RESOURCES

Visit the [Continuous Improvement & Accreditation \(CIA\) Teams](#) space to access these applicable resources for the *Planning Year* of the assessment cycle.

**Assessment Cycle Worksheet Template**

**Year 1 Assessment Cycle Sample Report**

**Curriculum Map Template**

**Xitracs Guide**