

Instructions: Course assessment plan

The Academic Program chairperson selects courses to be assessed during the semester, based on the program outcomes matrix, which fulfill the following criterion: [*the course is offered in the semester and contributes strongly (3) to at least one of the program outcomes*].

First: Part (A) -to be filled at the beginning of semester:

1. The instructor, or coordinator fills in the course outcomes in the first column of the assessment plan form.
2. The instructor/coordinator (in agreement with the other instructors) identifies the assessment methods to assess course outcomes, according to the detailed course syllabus.
3. The **theoretical** target performance or achievement for the assessment method: UG (60% and above of student get 60% and above) Grad (70% and above of student get 70% and above).
4. The instructor/coordinator (in agreement with the other instructors) determines when the data is collected depending on the time of the assessment method during the semester.

Part (B) - to be filled during course delivery or at the end of semester:

1. The instructor/coordinator fills in the actual findings for the assessment method, **from the Grade Calculation File – Excel.**
2. The instructor/coordinator compares the actual findings of the results with the identified theoretical target.
3. The instructor/coordinator proposes action(s) to be taken (if any)
4. The instructor/coordinator proposes the time of action implementation.