

Florida Community College at Jacksonville

Workforce Program Assessment Checklist

Workforce Program Assessment website:

<http://www.fccj.edu/campuses/mccs/instruction/programdev/assessment/workassess.html>

Done!	Task	Recommended completion date
	<p>Determine the program's Core Competencies</p> <ul style="list-style-type: none">• Review national/state/professional standards and state curriculum framework• Look at examples from other programs• Write 3-5 outcomes for each category (literacy, critical thinking, discipline-specific skills)• Make sure at least one outcome is included that also addresses each of the general education outcome areas (communication, critical thinking, quantitative/scientific reasoning, information literacy, and social responsibility)• Ask Advisory Committee members and other stakeholders to review your core competencies and revise as needed	November 30, 2009
	<p>Map your core competencies to the courses in the program curriculum</p> <ul style="list-style-type: none">• Create a table that lists your core competencies on one axis and your program courses on the other• Identify which of your courses address each of your core competencies• Consider whether revisions to your program are needed to address gaps or redundancies in the curriculum• If possible, identify existing assignments, projects, or tests that would provide evidence of students' achievement of the competency, and link these to your table	November 30, 2009
	<p>Revise course outlines to reflect core competencies</p> <ul style="list-style-type: none">• Using your curriculum map, complete or update the Course Learning Outcomes Form for each course in your program	November 30, 2009

	<p>Choose a model for gathering, tracking, and reviewing assessment data</p> <ul style="list-style-type: none"> • Review possible models for program assessment, and their benefits and challenges • Choose a model or combine features of different models to create a framework for your program assessment plan 	November 30, 2009
	<p>Design or adopt specific assessment tools and strategies</p> <ul style="list-style-type: none"> • Using your curriculum map, identify existing assignments, projects, or tests from which data on student learning could be gathered • Review assessment tools used in similar programs here or at other colleges • Develop, adopt, or adapt additional assessment tools as needed, based on the assessment model you have chosen • Identify and acquire technological tools that you could use to support data collection and management • Ask Advisory Committee members and other stakeholders to review your assessment methods and revise as needed • Put together your complete program assessment plan with timelines and responsible individuals 	November 30, 2009
	Plans evaluated by faculty evaluation team according to assessment rubric	February 2010
	Modify program assessment plan based on feedback from evaluation team	March - May 2010
	Final program assessment plan due to Terri Daniels	June 4, 2010
	Implement your assessment plan, and organize sessions to review your results	August 2010
	Make changes in the program to improve outcomes	Ongoing