

1 | General Education Curriculum (GEC) Assessment Report Checklist

Student Learning Outcomes	Yes/No
<ul style="list-style-type: none"> • Is each SLO measured by at least one (1) direct measure? • If indirect measures are used, do they provide value to the assessment plan and/or identify areas for improvement? If NO, please consider replacing the indirect measure with another direct measure. • Are overall assignment grades used without clearly describing how the assignment is evaluated? If YES, please revise to include an explanation of the evaluation instrument. • Are course grades used to measure an SLO? If YES, please revise as course grades are not an acceptable measure. 	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO
Measures	Yes/No
<ul style="list-style-type: none"> • Are measures written in a detailed and specific way? • Does each measure apply to all GEC course sections? • Does each measure include a specific data source to quantify achievement? • Are measures labeled as either “direct” or “indirect”? • Have sample evaluation instruments (i.e., rubrics) been uploaded to the project attachment section of the assessment plan? 	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO
Targets	Yes/No
<ul style="list-style-type: none"> • Has a quantitative target been set for each measure? • Once findings have been entered into the assessment plan in WEAVE, has the appropriate “status” been set for each target, based on an analysis of the data used to measure achievement? 	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO
Findings and Analysis	Yes/No
<ul style="list-style-type: none"> • Is data separated by teaching site (i.e., Hattiesburg or Gulf Park) and/or teaching mode (i.e., online, face-to-face, etc.), if applicable? • Is semester data clearly stated in the report? It should be clear which semester(s) are presented in the findings and analysis section. • Is the sample size of the data set stated clearly in the findings? • Is a written analysis/reflection of each finding included in the “Analysis of Findings” field? 	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO
Action Plan	Yes/No
<ul style="list-style-type: none"> • Has an action plan been developed for the assessment plan in the past two years in order to provide evidence of continuous improvement activities? • Have action plans been appropriately linked to each outcome that had measures with target(s) that were “Not Met” or “Partially Met”? 	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO
Detailed Analysis and Annual Reporting	Yes/No
<ul style="list-style-type: none"> • Has the provided Word document, <i>Analysis and Annual Reporting Questions</i>, been completed and attached in to the assessment plan in WEAVE? • Have the <i>Section Offerings</i> and <i>Enrollment</i> tables been completed using data from Ad Astra, Monitor and Institutional Research data, respectively? 	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO
Other	Yes/No
<ul style="list-style-type: none"> • Have the required course syllabi and writing assignment been attached to the assessment plan in WEAVE? <i>A sample syllabus and writing assignment from each type of section offering is required. Please list the sections represented in the samples attached in WEAVE.</i> • If necessary, has your school director and/or dean reviewed/approved the report prior to submission in WEAVE? • Has the report been completed/submitted in WEAVE? 	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO