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| Certificate & Minor Complete Report Checklist |
| **Program Description/Summary** |
| There is a program description/summary. |  |
| Skills, competencies, and/or career opportunities students will gain from completing the program are listed. |  |
| Hours required for the certificate/minor, mode-of-delivery, and location is provided. |  |
| **Assessment Plan** |
| There are at least 2 Student Learning Outcomes. |  |
| Each SLO has 1 measure; at least 1 measure is direct. |  |
| Measures include description of evaluation method (how students are evaluated). Rubrics are attached, if applicable. |  |
| Quantitative Targets are set; Targets explain how many students will achieve what level of performance. |  |
| **Findings, Analysis of Findings, and Action Plans** |
| Findings are present and include sample size; sampling is explained, if applicable. |  |
| Findings are presented by location, and mode of delivery.  |  |
| Findings state the semester(s) the data was obtained from. |  |
| An analysis of the findings is present. |  |
| Target status has been set. |  |
| If applicable, Action Plans have been entered into Weave |  |
| If applicable, existing Action Plans have been updated. |  |
| **Annual Analysis** |
| The *Annual Program and Action Plan Analysis*document is attached. |  |
| All sections of the analysis document have been completed.  |  |
| **Other** |
| The report has been proof-read. |  |
| The project status is set as “Complete.” |  |