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| GEC Complete Report Checklist |
| **Course Description/Summary** |
| There is a program description/summary. |  |
| The official course description from the bulletin is included. |  |
| Typical location, mode of delivery, terms the course is offered, and an estimate of enrollment is included. |  |
| **Assessment Plan** |
| There are 4 GEC Outcomes present: 2 category specific and 2 writing (GEC Outcome 1 & 2). |  |
| Each SLO has 1 direct measure. |  |
| Measures include description of evaluation method (how students are evaluated). Measure 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 semester, location, and mode of delivery.  |  |
| An analysis of the findings is present. |  |
| Target status has been set. |  |
| Action Plans have been entered into Weave. |  |
| **Attachments** |
| The *Annual Course and Action Plan Analysis*document is attached. |  |
| All sections of the analysis document have been completed.  |  |
| Writing assignment is attached. |  |
| Writing assignment rubric is attached. |  |
| A syllabus from each type of section is attached. |  |
| **Other** |
| The report has been proof-read. |  |
| The project status is set as “Complete.” |  |