

Assessment Curriculog Upload Guidelines

The goal of this document is to ensure the smooth movement of a proposal through the Graduate Council's Assessment & Review Committee as well as the Office of Assessment.

1. Create assessment plan (may provide existing plan when accelerated program):
 - a. Overall description of the assessment plan. Be sure to address *who* is being assessed and *when* and the *student learning outcomes*. Provide a brief justification for the plan. Consult with the K-State Office of Assessment if you have questions on how to create a good assessment plan.
 - i. If this is a 4+1 (Accelerated Program) proposal,
 - if assessment for this proposal fall within existing Bachelors and Masters assessment processes, explain why they suffice;
 - if providing a new assessment plan specific to the accelerated program, clearly state the assessment plan as distinct from the plans for the existing components (Bachelors/Masters).
 - b. Scoring devices – How are the SLOs being scored? Provide direct and/or indirect measures of those outcomes, and any associated rubrics. Note, if this is a new program, it is not necessary to have the details worked out. The presence of a good scoring plan is better than providing a detailed, but flawed, approach (e.g., relying on overall course grades).
2. Upload to Curriculog the assessment plan along with scoring devices as a *single* document with the following organization and naming scheme.
 - a. The assessment plan file should have a name that starts with “ASL-”.
 - b. Provide one document even if it's a 4+1 (accelerated) proposal with two assessment plans.
 - c. The scoring devices (e.g., rubrics) should be included in the single document rather than separate documents for each.