**Academic Program Check-In Worksheet**

**Academic Program:**

**Program Director:**

**Contact Email:**

**Action Planning Team**

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| --- | --- | --- |
| **Name** | **Email** | **Role** |
|  |  | Program Director |
|  |  | Program Faculty |
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**General Actions**

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| **Priority** | | **Outcome Description** | |
| 1 | | Collaborative review and refinement of Mission Statement, Program Goals, and Student Learning Outcomes (SLOs) to strengthen future assessment activities and better communicate to stakeholders the purpose and benefits of each program. | |
| **Planned Actions** | | | |
| Establish a team of program faculty, instructors, and other appropriate stakeholders to review and refine the program’s Mission Statement, Program Goals, and Student Learning Outcomes (SLOs) that will inform the next full program assessment. | | | |
| **Progress Made** | | | **Next Steps** |
| **1.** |  | |  |
| **2.** |  | |  |
| **3.** |  | |  |
| **Overall Progress Made** | | | **Overall Outcome** |
|  | | |  |

**Outcomes-Based Actions**

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| --- | --- | --- | --- | --- |
| **Priority** | | **SLO Number** | **SLO Description** | |
|  | |  |  | |
| **Measure** | | | **Benchmark and Target** | **Initial Finding** |
|  | | |  |  |
| **Planned Actions** | | | | |
|  | | | | |
| **Check-In Findings** | | | **Progress Made** | **Next Steps** |
| **1.** |  | |  |  |
| **2.** |  | |  |  |
| **3.** |  | |  |  |
| **Final Findings** | | | **Overall Progress Made** | **Target Met** |
|  | | |  |  |

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| **Priority** | | **SLO Number** | **SLO Description** | |
|  | |  |  | |
| **Measure** | | | **Benchmark and Target** | **Initial Finding** |
|  | | |  |  |
|  | | |  |  |
| **Planned Actions** | | | | |
|  | | | | |
| **Check-In Findings** | | | **Progress Made** | **Next Steps** |
| **1.** |  | |  |  |
| **2.** |  | |  |  |
| **3.** |  | |  |  |
| **Final Findings** | | | **Overall Progress Made** | **Target Met** |
|  | | |  |  |

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| **Priority** | | **SLO Number** | **SLO Description** | |
|  | |  |  | |
| **Measure** | | | **Benchmark and Target** | **Initial Finding** |
|  | | |  |  |
|  | | |  |  |
| **Planned Actions** | | | | |
|  | | | | |
| **Check-In Findings** | | | **Progress Made** | **Next Steps** |
| **1.** |  | |  |  |
| **2.** |  | |  |  |
| **3.** |  | |  |  |
| **Final Findings** | | | **Overall Progress Made** | **Target Met** |
|  | | |  |  |