

Academic Action Planning Components

This document serves as a guide for NJIT academic program directors and action planning teams for developing formal action plans based on their program’s full self-assessment report. Each program will receive pre-filled action planning worksheets with relevant SLOs and their respective recommended actions, as well as recommended actions based on the Initial Data Analysis that are all pulled from the full assessment report.

To facilitate this process, feedback on submissions will be provided by OIE prior to approval by the program’s chair and dean. Feedback will be based on the key considerations outlined below for each component of the self-assessment.

[Please see this link](#) for current process information regarding action planning.

Action Planning Team

A team of program faculty, led by the program director and facilitated by the assessment and accreditation coordinator, that collaboratively develops the action plan for the program based on the recently completed full self-assessment report.

Key considerations include:

- Program director is included and leads the team
- Key program faculty and instructors are included on the team and are active in the process
- For Master’s programs that have associated Certificate programs, the team includes the program director for the certificate program to facilitate consolidated and aligned action planning

Planned Actions

An action to be taken prior to conducting the next full self-assessment that is designed to improve the outcomes of the associated SLO or general outcome.

Key considerations include:

- The action is realistic and achievable in the timeline of the assessment cycle
- It is informed by the Recommended Action provided by the program director
- Required Resources are listed as appropriate

Priority

The relative urgency of implementing and successfully completing the associated Planned Action, in comparison to the other Planned Actions.

Key considerations include:

- Actions are prioritized based on their potential impact on student outcomes and alignment with program goals

Required Resources

The resource(s) required in order to successfully implement the associated Planned Actions

Key considerations include:

- Resources are realistically obtainable through standard institutional budgets and processes
- They are adequate to ensure the successful implementation of the associated Planned Action

Implementation Timeline

The timeframe in which the Planned Action is to be implemented and completed.

Key considerations include:

- Planned Action can be realistically implemented and completed in the given timeline, prior to the next full assessment
- When the action will be initiated, especially if not in the first year of the check-in cycle