**Certificate Program Assessment Worksheet**

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| **Certificate Program** |  |
| **Submission Date** |  |
| **Program Director** |  |
| **Contact Email** |  |
| **Graduate Studies Link** |  |
| **Associated Master’s Program(s)** |  |

**Reflection on Progress Made Since the Last Report**

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| Use this field to write your reflection on the progress made since the last full report completed for this program [delete and replace]. |

**Program Enrollment and Graduations by Term**

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| --- | --- | --- | --- | --- |
| **Academic Year** | **New** | **Left** | **Total** | **Degrees Awarded** |
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**Continuation Number**

|  |  |
| --- | --- |
| **Number of Students who Enrolled in Associated Masters Program(s)** | X |

**Initial Data Analysis**

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| --- | --- |
| Use this field to write your analysis of the program and Key Performance Indicator (KPI) data provided by OIE [delete and replace]. | |
| **Recommended Actions** | **Action Timeline** |
| Use these fields to outline actions recommended for this review cycle based on the finding of the initial data analysis [delete and replace]. | Is this recommended for “Immediate” or “Long-Term” action within the review cycle [delete and replace]? |

**Reflection on Facilities and Equipment**

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| Use this field to write your reflection on the current state of the facilities and equipment that is associated with the program. These can include physical spaces, instructional materials and equipment, computing and information resources and infrastructure, and guidance for the proper and safe use of all of the above. Are each of these conducive to learning, available, accessible, maintained, and upgraded appropriately to ensure students have access to industry standard learning experiences? [delete and replace] | |
| **Recommended Actions** | **Action Timeline** |
| Use these fields to outline actions recommended for this review cycle based on the finding of the above reflection on facilities and equipment [delete and replace]. | Is this recommended for “Immediate” or “Long-Term” action within the review cycle [delete and replace]? |

**Reflection on Safety**

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| **Statement on Safety Standards** | **Do you agree?** |
|  |  |

**Program Mission Statement**

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| Use this field to include the program’s mission statement [delete and replace]. |

**Outcomes-Based Assessment**

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| **Program Goal #1:** |
| Use this field to add a Program Goal aligned to the Program Mission Statement [delete and replace]. |

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| --- | --- | --- |
| **Student Learning Outcome (SLO) 1.1:** | | **Curriculum Mapping** |
| Use this field to add an SLO aligned to the above Program Goal [delete and replace]. | | Use this field to list the required program courses that address the SLO [delete and replace]. |
| **Measures** | **Benchmarks & Targets** | **Findings** |
| Use these fields to identify assessment mechanisms for the SLO [delete and replace]. | Use these fields to identify the Benchmarks and Targets for the Measure [delete and replace]. | Use these fields to indicate whether the Target was “Met” or “Not Met” [delete and replace]. |
| **Recommended Actions** | | **Action Timeline** |
| Use this field to outline actions recommended for this review cycle based on the findings for this SLO [delete and replace]. | | Is this recommended for “Immediate” or “Long-Term” action within the review cycle [delete and replace]? |

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| **Student Learning Outcome (SLO) 1.2:** | | **Curriculum Mapping** |
| Use this field to add an SLO aligned to the above Program Goal [delete and replace]. | | Use this field to list the required program courses that address the SLO [delete and replace]. |
| **Measures** | **Benchmarks & Targets** | **Findings** |
| Use these fields to identify assessment mechanisms for the SLO [delete and replace]. | Use these fields to identify the Benchmarks and Targets for the Measure [delete and replace]. | Use these fields to indicate whether the Target was “Met” or “Not Met” [delete and replace]. |
| **Recommended Actions** | | **Action Timeline** |
| Use this field to outline actions recommended for this review cycle based on the findings for this SLO [delete and replace]. | | Is this recommended for “Immediate” or “Long-Term” action within the review cycle [delete and replace]? |

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| **Student Learning Outcome (SLO) 1.3:** | | **Curriculum Mapping** |
| Use this field to add an SLO aligned to the above Program Goal [delete and replace]. | | Use this field to list the required program courses that address the SLO [delete and replace]. |
| **Measures** | **Benchmarks & Targets** | **Findings** |
| Use these fields to identify assessment mechanisms for the SLO [delete and replace]. | Use these fields to identify the Benchmarks and Targets for the Measure [delete and replace]. | Use these fields to indicate whether the Target was “Met” or “Not Met” [delete and replace]. |
| **Recommended Actions** | | **Action Timeline** |
| Use this field to outline actions recommended for this review cycle based on the findings for this SLO [delete and replace]. | | Is this recommended for “Immediate” or “Long-Term” action within the review cycle [delete and replace]? |