**Yearly Program Assessment (YPA) Project Plan**

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| --- | --- | --- | --- |
| **Task** | Status | | |
| Not started | In progress | Complete |
| Write, confirm, or revise YPA plan |  |  |  |
| Program mission statement |  |  |  |
| Student learning outcome (SLO) assessment plan |  |  |  |
| Student learning goals (SLGs) |  |  |  |
| SLOs for each SLG |  |  |  |
| Measure(s) for each SLO |  |  |  |
| Criteria for each measure including proficiency and target |  |  |  |
| Operational outcome (OO) assessment plan |  |  |  |
| Operational goals (OGs) |  |  |  |
| OOs for each OG |  |  |  |
| Measure(s) for each OO |  |  |  |
| Criteria for each measure including target |  |  |  |
| Implement YPA plan |  |  |  |
| Implement SLO assessment plan |  |  |  |
| Collect SLO data using identified measures |  |  |  |
| Analyze SLO data |  |  |  |
| Implement OO assessment plan |  |  |  |
| Collect OO data using identified measures |  |  |  |
| Analyze OO data |  |  |  |
| Report YPA results |  |  |  |
| Prepare YPA plan for reporting |  |  |  |
| Select desired YPA reporting tool (MS Word YPA template or SPOL) |  |  |  |
| Add YPA plan to desired reporting tool |  |  |  |
| Report SLO results |  |  |  |
| Enter quantitative finding(s) for each set of criteria |  |  |  |
| Write intended results narrative for each SLO |  |  |  |
| Write actual results narrative for each SLO |  |  |  |
| Write use of results narrative for each SLO |  |  |  |
| Report OO results |  |  |  |
| Enter quantitative finding(s) for each set of criteria |  |  |  |
| Write intended results narrative for each OO |  |  |  |
| Write actual results narrative for each OO |  |  |  |
| Write use of results narrative for each OO |  |  |  |