

Dear Physics Department Chair,

As you know from the Department Chairs Meeting on November 12, the Assessment Committee is asking all departments to revise their Student Assessment Plans so that we have greater consistency across departments. We need to do this for our report to the Higher Learning Commission in June 2020, so we are asking you to complete this process by March 1. In many cases, this will just involve reformatting what you already have. We have provided you with multiple templates and examples that can be used to complete this process [here](#).

The Assessment Committee has reviewed your Annual Assessment Report in which you explain your plans for revising your Student Assessment Plan in response to the External Reviewer. As we discussed in the Chairs Meeting, we have developed a set of templates and examples that we hope will help you in your work. For your Assessment Plan, we would like to see your revised Student Learning Goals that are clearly student-focused and a curriculum map that indicates at what level students will achieve the goals in each course. We would also like detail about which specific elements of your assessment tools relate to each learning goal. We want you to include the tools that you will use for direct and indirect assessment (i.e. specific student survey questions and specific references to learning goals on rubrics) in your SAP. Finally, please use the template for an Assessment Cycle provided in the materials to indicate which goals will be assessed in what years, and using what methods.