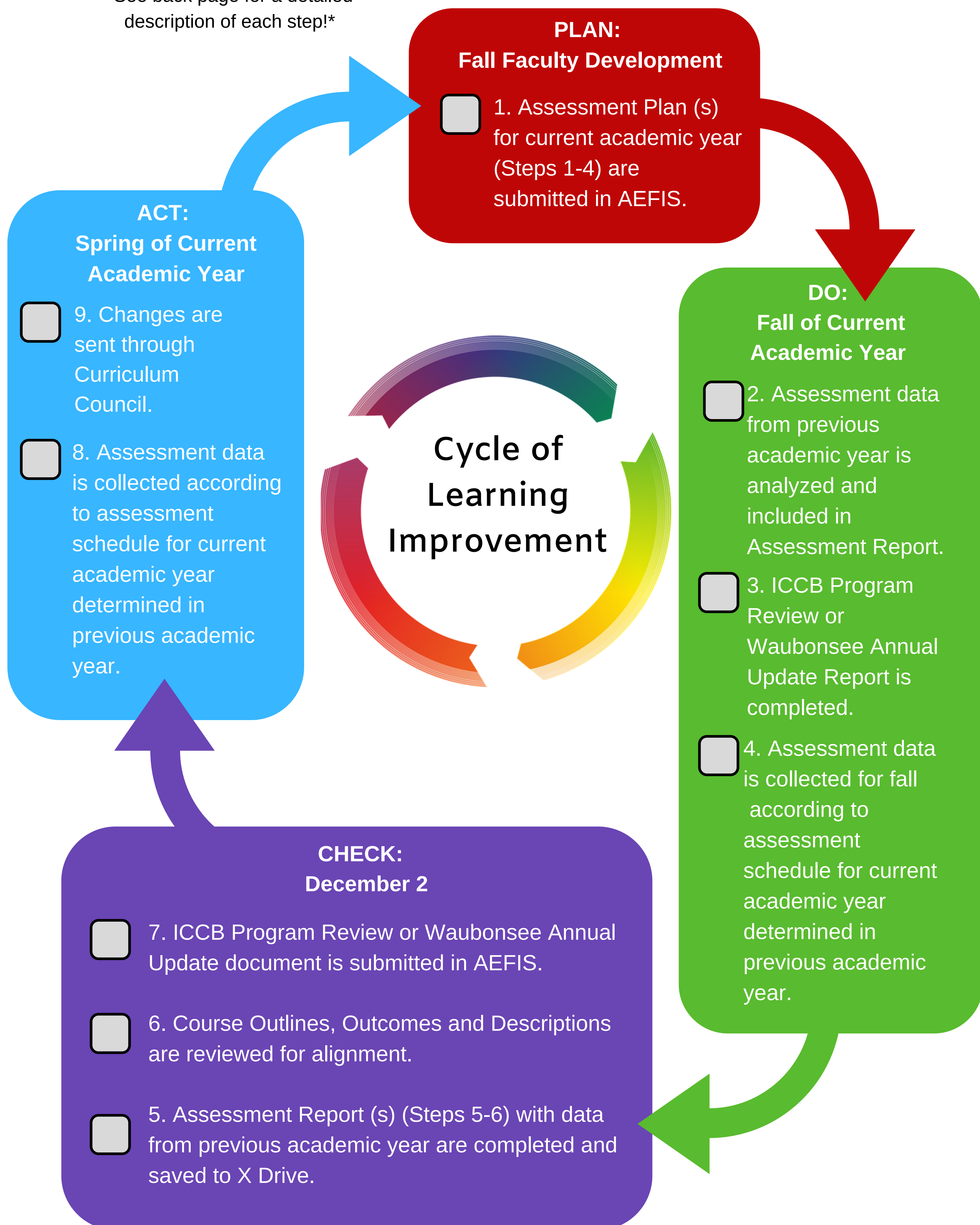




*See back page for a detailed
description of each step!*





Checklist!

Check off items as you complete them in our Learning Improvement cycle!

- ☐ **1. Plan(s) for current academic year (Steps 1-4) are completed and submitted in AEFIS.**
 - Plans can be found at wcc.aefis.net. Login and navigate to the action items sidebar. Choose the appropriate Plan/Report for Learning Improvement. Complete steps 1-4 and then click the "I'm Finished, submit" button.
- ☐ **2. Assessment data from previous academic year is analyzed and included in Report for Learning Improvement**
 - Data collected from previous academic year, is analyzed by providing the aggregate of the data in the Assessment Report.
 - Data is analyzed in Step 5 of the Report for Learning Improvement
- ☐ **3. ICCB Program Review or Waubonsee Annual Update Report is completed.**
 - The template for the Program Review or Annual Update form is located in AEFIS, wcc.aefis.net.
 - Data to assist in the completion of this report can be found in APR_(Dept. Code), Current Academic Year, 1. Program Data.
 - Detailed instructions to complete this report can be found in APR_Tools, 1._Instructions
- ☐ **4. Assessment data is collected for fall according to assessment schedule for current academic year.**
 - Faculty administer assessments in courses
- ☐ **5. Assessment Report (s) (Steps 5-6) with data from previous academic year are completed and saved to X Drive.**
 - Assessment Reports can be found in APR_(Dept. Code), Previous Academic Year, 2. Assessment Plan Report.
 - Instructional Videos can be found in APR_Tools , 1_Instructions, Assessment Videos.
- ☐ **6. Course Outlines, Outcomes and Course Descriptions are reviewed for alignment.**
 - Using results from Step 6, faculty will review Course Outlines, Outcomes and Course Descriptions.
 - Changes to courses will then be prepared to be sent through Curriculum Council.
- ☐ **7. ICCB Program Review or Waubonsee Annual Update document is submitted in AEFIS.**
 - Report is completed in collaboration with faculty colleagues, and submitted in AEFIS.
- ☐ **8. Assessment data is collected for spring according to assessment schedule for current academic year.**
 - Faculty administer assessments in courses
- ☐ **9. Changes to courses are sent through Curriculum Council.**
 - Results are used to improve student success integrating any changes made to pedagogy, assignments, outcomes and assessments.

Need help or have additional questions? Contact:
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