

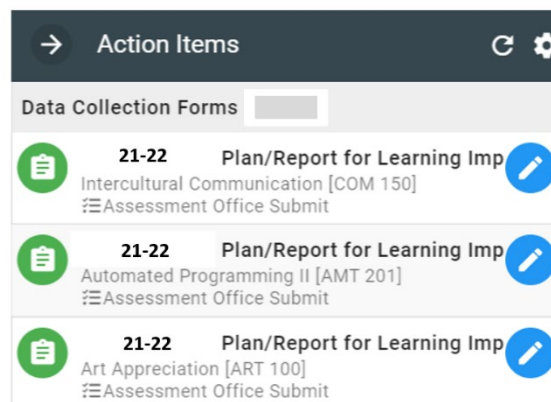
## LI Report – Plan Instructions

### Step-by-Step...

All Learning Improvement-LI Reports are in AEFIS. AEFIS can be accessed by visiting <https://wcc.aefis.net/>. AEFIS can also be accessed via mywcc, navigating to the faculty tab, and then navigating to the Quick Links tab.

How to Complete the Plan portion of the LI Report:

1. Login to AEFIS using the methods listed above.
2. Once logged in, navigate to the Action Items sidebar.
3. Click on the blue edit button next to the form you wish to complete. (Plan=current academic year)
4. Complete the plan using this [rubric](#).
5. You can also visit the [LI report page](#) to view an example of a completed form.



#### STEP 1

##### Plan-Outcomes: Prepare for Assessment

###### 1. Course Outcomes

Review listed outcomes. If outcomes need to be updated note that in the Course Outline Review below.

###### 2. Course Outline review for ICCB

Download your Course Outline from CurricUNET. For more information on how to [access CurricUNET](#).

###### 3. Program Outcomes

List the program/discipline outcomes that align with the course you are assessing.

###### 4. Institutional Learning Outcomes (ILOs)

Select the ILO(s) you will be assessing

#### STEP 2

##### Plan-Assessment Artifact/Measure and Target

Enter your assessment artifact(s), measure(s) you will be using, and the target you aim to achieve.

### STEP 3

#### Do-Implementation Process and Timeline: Prepare for Assessment

1. Please indicate which semester(s) this course will run
2. Please indicate which faculty member(s) responsible for coordinating the assessment, summarizing and sharing the results.
3. Select “continue later” if you need more time to complete the plan. Forms are auto-saved so you can return later. Select the “I’m finished, submit” button to submit the completed plan.

CONTINUE LATER

I'M FINISHED, SUBMIT

#### Next Steps

Assess course and Institutional learning outcomes as planned. The report portion of the LI report is due December 1<sup>st</sup> in the next academic year. However, if you would like an early start on completing the report, the form will be returned to you in January and you can complete it at any time prior to the due date.

Questions? We are here to help:

Kathleen Gorski, Dean for Learning Outcomes, [kgorski@waubonsee.edu](mailto:kgorski@waubonsee.edu)

Justin Hoshaw, Assistant Professor of Biology, [jhoshaw@waubonsee.edu](mailto:jhoshaw@waubonsee.edu)

Evan Thomas, Assistant Professor of Biology, [ethomas@waubonsee.edu](mailto:ethomas@waubonsee.edu)