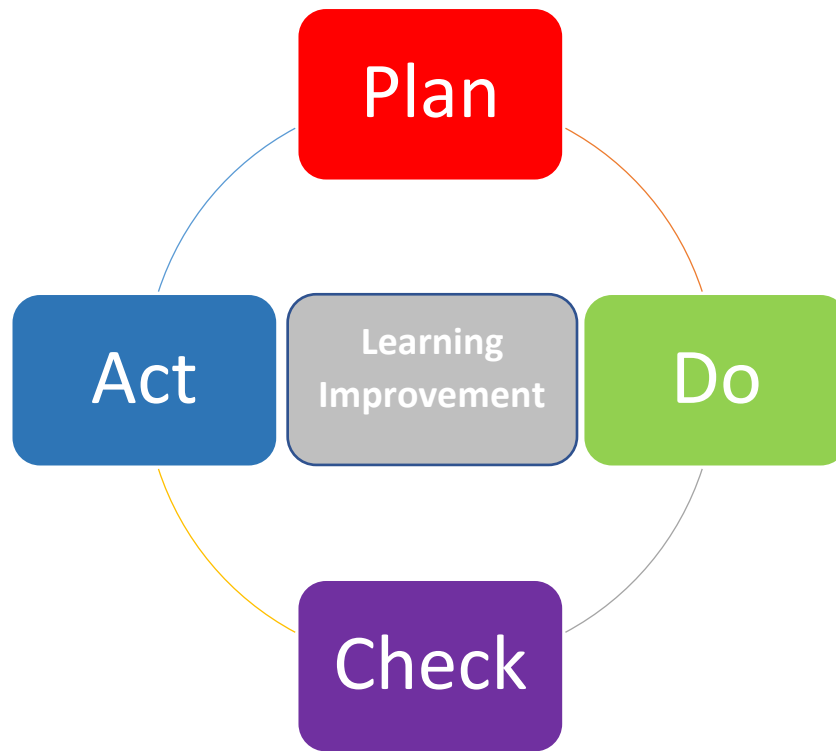


## Checklist



### ☐ **PLAN (During Faculty Development Days)**

- Fill out the **LI Report Plan** for the current academic year during Faculty Development Days. Submit in AEFIS. [Follow these directions.](#)

### ☐ **DO (Fall) and** ☐ **CHECK (Fall)**

- **Complete** the ICCB program Review or Waubonsee Annual Update. [Follow Directions Here](#)
- Analyze outcomes assessment data collected the previous academic year and check for improvement opportunities (curriculum and / or instruction) prepare a summary and reflection and **complete** the LI Report [Follow these directions.](#)
- Collect outcomes assessment data during the fall semester according to the LI Plan created at Faculty Development Days.

### ☐ **ACT (Fall, Spring)**

- Update curriculum and instruction based on LI Report action plans. (Once changes are implemented, plan to assess again to confirm changes improved student learning)
- Work on program goals set in the ICCB Program Review or Waubonsee Annual Update.
- Continue collecting outcomes assessment data during the spring semester according to the LI Plan created at Faculty Development Days.

Documents to be completed every fall semester	Due
1. LI Plan (for current academic year)	End of Faculty Development Days
2. LI Report (assessment report from data collected last academic year)	December 1 <sup>st</sup> .
3. ICCB Program Review/Waubonsee Annual Update	December 1 <sup>st</sup> .