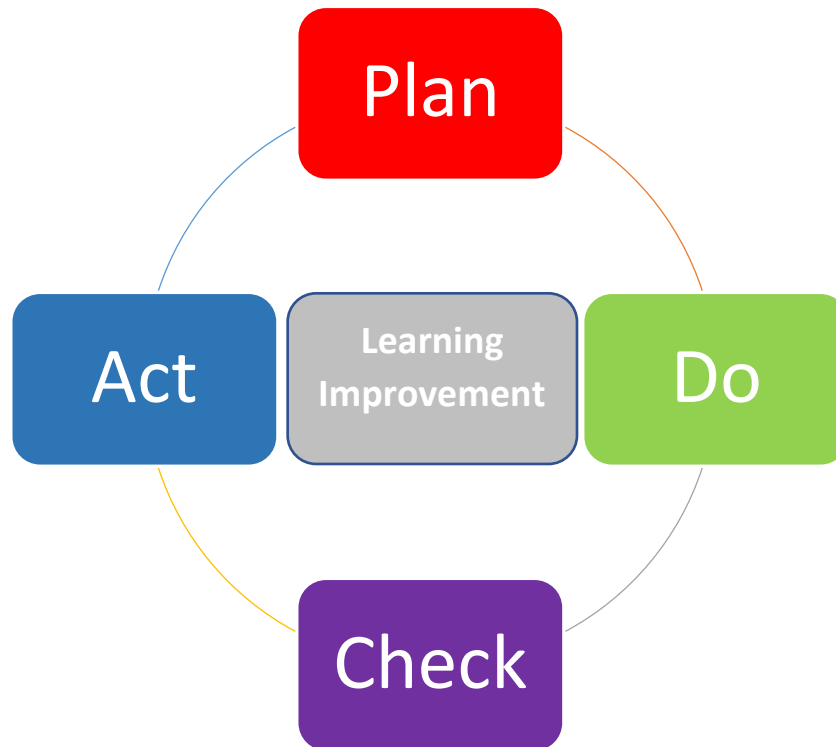


Checklist -Final due date is December 1st. Earlier submissions encouraged.



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.](#)

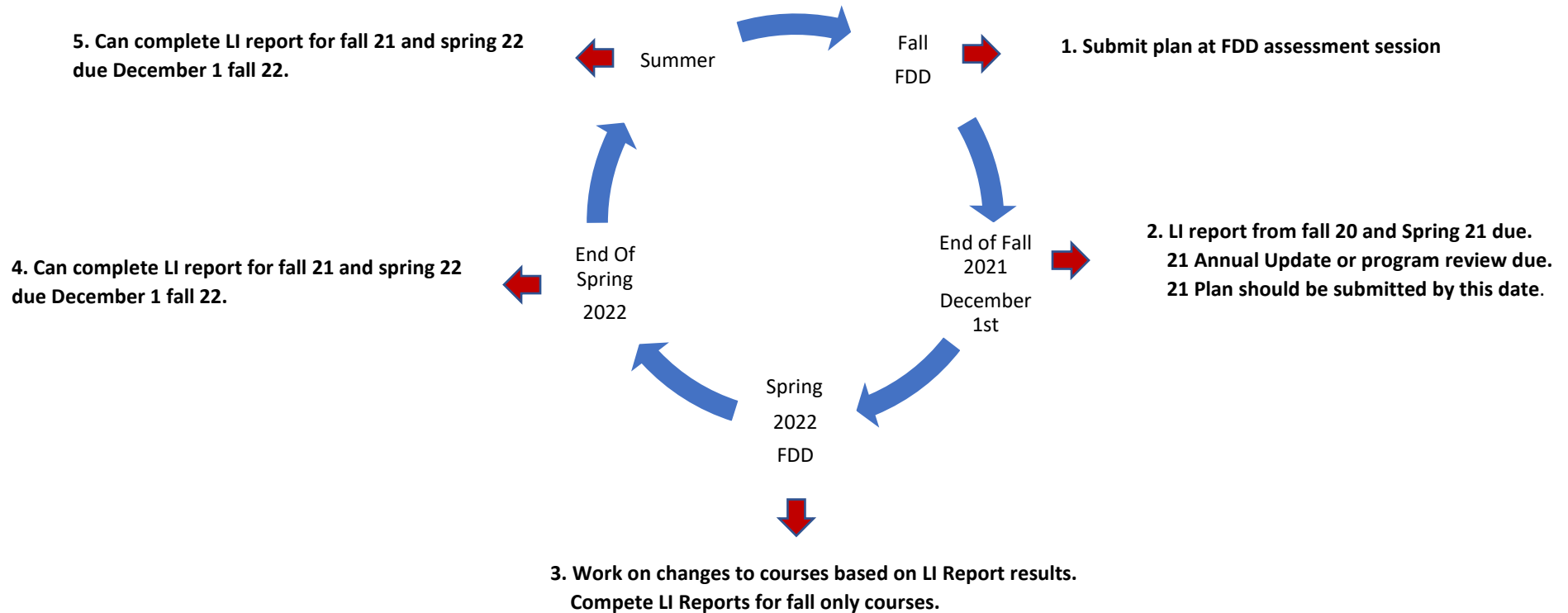
DO (Fall) and **CHECK (Fall)**

- **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.

Example for AY22



Plan – Do – Check - Act

1. Plan Assessment Activities for Fall 21 and Spring 22. Submit Learning Improvement (LI) Plan during FDD assessment session. Teach fall and spring. All forms are in AEFIS [action items](#). During fall semester, complete reports from the previous academic year (fall 20 and spring 21) and complete annual update or program review. (Plan and Do)
2. Learning Improvement (LI) Reports Due (LI reports are the plans from 20, with results and a reflection as well as an indication of changes that may be made to curriculum based on the assessment results. (Check and Act)
3. During assessment time at faculty development days, consider updates to courses based on the previous years LI report (assessment report). Work towards updating courses to implement changes. (Act). LI Reports due December 2022 can be submitted anytime prior to December 1, 2022. Plans will appear in AEFIS action items during the January FDD.
4. and 5. Can complete the LI Report for assessments based on the plan submitted fall 2021. Due December 1, 2022.

The LI Report Due date provides faculty flexibility. Reports can be completed in January for fall only courses. Reports can be completed in May after spring concludes or summer or the following fall. If reports are completed early, you can work on other assessment activities during FDD.