1. What is purpose of the program or service and what problem are you trying to solve?

2. Align the program or service with department goals and/or mission

3. Consider which stakeholders have an interest in this program

4. State desired learning or service outcomes: What do you want students to know, demonstrate, or be able to do after participating in this program or service?

5. Determine the most appropriate assessment method

6. Conduct the assessment

7. Analyze and interpret the assessment data

8. Summarize findings in a report and/or present to relevant stakeholders

9. Adjust your program based on assessment results and desired outcomes

THEORETICAL FRAMEWORK

- Keep in mind that your strategies should be rooted in a theoretical/conceptual framework. This will help bridge theory to practice and ensure that your strategies are successful.