**Compiled UAC Requirements and Recommendations (**Prepared by C. Yalda 2014)

1. WEAVE (or other approved software, e.g. Chalk and Wire) should be main source of reporting
   1. Use WEAVE as ongoing tool to store data and/or indicate when data will be collected for a given objective and/or areas of emphasis
2. Take a holistic approach to the assessment process
   1. Develop and evaluate overall goals for the major
3. Recommend two student learning goals/objectives (SLO) for each goal
   1. They should be appropriate, clearly stated, observable, measurable, and outcome centered
   2. Should use action verbs in writing objectives
4. Need two measures for each SLO
   1. One should be a direct measure
   2. Make measures specific for each SLO
5. Rubrics or other standardized measurement tools recommended for each measure
   1. Upload copies of rubrics and assessment tools to WEAVE using document upload feature and link them in the input area
6. Assessment Plan should identify clear targets/benchmarks for SLO and measures
   1. Define specific thresholds
7. Action Plan should specify clear relevant recommendations on how to achieve SLO target
8. Best approach is to focus on a few selected goals/objectives/measures in each cycle
   1. Process goal is for the unit's assessment efforts to be manageable and sustainable.
   2. It is acceptable to focus on measurement and analysis of just a few goals at a time, and shift focus perhaps each year, or in each three-year assessment cycle.
   3. Should include timelines for collecting and reporting data, and persons/groups responsible for conducting each assessment
9. Programs are encouraged to close the loop and demonstrate how they are using findings to inform and improve curricular decisions.
10. Programs should involve faculty in planning, assessment and reporting process.
11. Programs are encouraged to engage in discussions that examine transparency of assessment practices with students~ and how students are being informed about assessment practices within the department and the results of these practices (i.e. via website).
12. The planning process should be ongoing, using WEAVE Online to state the program's evolving plan for identifying and achieving outcomes. This process should include statements about Action Plans resulting from the recently completed cycle, new and continuing Goals, Objectives, Measures, Achievement Targets, Findings, Data, and Analysis.