

The CAP Committee (CAPC) recommends that a course assessment plan should identify the following elements:

- System for administering assessment (e.g., rubric)
- Who will conduct the assessment (e.g., instructor of record, outside instructors, etc.)?
- Who will be assessed (e.g., every student or random sample)?
- Frequency of assessment (if appropriate, depending on how often the course is offered)
- Thresholds for achievement (e.g., 70% proficiency)
- Process or method for interpreting and using results from assessment to enhance student learning in the course (i.e., closing the loop)

If the course is part of program assessment (perhaps for an academic unit and/or external accreditation), please look for ways to align the 4-Year Review with that process.