

STEP 4 of the Assessment Cycle: **Status Plan Based on Action Plan for Assessments Conducted** **in Fall _____ or Spring _____**

Once you have completed your action plan, the next step in the Assessment Cycle is to complete a Status Plan based on your action plan. Your Status Plan is the final step in the four-step assessment cycle—otherwise known as closing the loop. You have made a plan, discussed your findings, decided what you are going to do about those findings, and now you reflect on where you stand with what you decided to do about the findings. Your status plan shows where you are in completing your actions to improve student learning based on analysis of your assessment findings.

Each status report entry is tied to an action; therefore, you may have multiple status report in one assessment cycle. Please submit a status report entry for each action you wish to report on (Was the action implemented? If not, was there a reason? If so, how did it go? Will you keep that change or not?).

Status Report for Study Guide
Outcome: PLO 1 Critical Thinking (Students will be able to demonstrate critical thinking skills.)

Enter information for each action defined in the operational plan.
* Required Fields

* Current Status:	<input type="text" value="In Progress"/>
Budget Status:	<input type="text" value="Approved"/>
Additional information:	<input type="text"/>
Next Steps:	<input type="text"/>

- **Status report Title:** this is located at the top of the page and is auto generated from the name of the action you are providing a status on (in the image sample above—the title is Status Report for Study guide)

- **Current Status:** There are four choices to choose from: *Not Started, In Progress, Completed* and *Not Implemented*
- **Budget Status:** There are four choices to choose from: *Approved, Pending Approval, Not Approved* and *Other*. If budget is not part of your action plan, please choose *Other* and note in the next section that action was not budget dependent.
- **Additional Information:** Explain the status of the action: if it was not implemented, why not?; if it was implemented, what were the results of the implementation?
- **Next steps:** Based on the Additional Information you have, how are you going to move forward? (This part can be key in helping develop your next assessment plan.)

Once you have completed status plans for all of your actions, on the main status plan page (pictured below) you can enter summary information for all of your status plans and all of your next actions. Feel free to be brief and keep in mind your audience: the program director and faculty who will use this information to make improvements and plan future assessment.

Status Report

▶ [Directions](#)

▶ [Review Method](#)

▶ **Action Statuses**

▼ **Status Summary**

No text specified

▼ **Summary of Next Steps**

No text specified