<div align="center">**Community College of Baltimore County**</div>

<div align="center">**Learning Outcomes Assessment Checklist**</div>

1. Designing and proposing a Learning Outcomes Assessment Project (LOA)

Action	Status	Comments
Choose team leader		
Review Common Course Outline (CCO) objectives		
Determine LOA instrument(s)		
Determine method(s) of external validation		
Match instrument(s) to objectives		
Determine method(s) of data collection and timeline		
Conditions and schedule determined for payment		
Submit draft of Request for Proposal (RFP)		
RFP. External consultant report approved (as needed)		
Request for first payment		

2. Implementing the design and collecting data

Action	Status	Comments
Assessment and demographic data submitted to Research office (PRE)		
Data summary meeting		

3. Redesigning the course to improve student learning

Action	Status	Comments
Recommendations determined		
Interim LOA report to include recommendations Note: a one- to three-page mid-year and annual report is required each year of the project if the approved timeline is not being met. Report due dates are January 15 and June 15.		

4. Implementing course revisions and reassessing student learning

Action	Status	Comments
Recommendations implemented (2 semesters)		
Reassessment/data collection		
Data submitted to PRE Note: a one- to three-page mid-year and annual report is required each year of the project if the approved timeline is not being met. Report due dates are January 15 and June 15.		

5. Final analysis/reporting results

Action	Status	Comments
Final report sent to academic dean		
Final report sent to the Vice President of Instruction		
Final report submitted to the college community Note: a one- to three-page mid-year and annual report is required each year of the project if the approved timeline is not being met. Report due dates are January 15 and June 15.		
Request for final payment		

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