Chapter 5: Key Questions to Consider When Implementing Good Practice Outcomes-Based Assessment Program Review

- Create a Well-Represented, Well-Respected Committee
- Meeting Times & Agenda
- Organize the Committee’s Role and Responsibilities
- Articulate Expectations for Outcomes-Based Assessment Program Review
- Plan Short-Range and Long-Range Goals
- Identify Existing Resources and Processes and Identifying New Resources
- Establish a Communication Plan
- Discuss Implementation Barriers and Strategies to Overcome Them
- Move Forward with Flexibility
Chapter 5: Key Questions to Consider When Implementing Good Practice Outcomes-Based Assessment Program Review

- Create a Well-Represented, Well-Respected Committee
  - discipline/field experts
  - process improvement people
  - employees that feel negative about the process

- Meeting Times & Agenda
  - Always have a clear agenda for each meeting
  - Have varying meeting times to meet schedules of committee constituents
  - Post meeting minutes, documentation, etc. where it can be viewed by all employees
Chapter 5: Key Questions to Consider When Implementing Good Practice Outcomes-Based Assessment Program Review

☐ Organize the Committee’s Role and Responsibilities & Articulate Expectations for Outcomes-Based Assessment Program Review

☐ Make roles and responsibilities clear
☐ Articulate expectations with examples if possible
☐ Make clear what the end result may be
☐ Transparency throughout process
☐ Encourage open dialogue from college community this promotes ownership
Chapter 5: Key Questions to Consider When Implementing Good Practice Outcomes-Based Assessment Program Review

- **Plan Short-Range and Long-Range Goals**
  - Best practices may not be attained in a year
  - Practice makes perfect
  - Incorporating best practices into day to day activities will then make them second nature to employees

- **Identify Existing Resources and Processes and Identifying New Resources**
  - Seek faculty or staff with experience to help educate the less experience
  - Use what experience employees implemented in the past as a basis to start your plan and help identify needed resources
Chapter 5: Key Questions to Consider When Implementing Good Practice Outcomes-Based Assessment Program Review

- Establish a Communication Plan; Discuss Implementation Barriers and Strategies to Overcome Them; & Move Forward with Flexibility
  - Be flexible & be patient
  - Biggest Barrier will be fear that can be overcome through engaging in the activity, collaboration with others, use of tools and resources which then decreases the fear and helps to improve the process
  - Main take away of Chapter 5 is there should flexibility throughout the implementation process.