

Step III – Set Program Goals for Standard 2

Use the goal-setting templates (pages 3.17-3.20) to develop programmatic goals regarding curriculum design, program evaluation, and ongoing assessment of student achievement. Examples of program goals are provided in the section on conducting a curriculum analysis (see page 3.23).

Step IV – Report Findings

Use the list provided in Step II (pages 3.4 to 3.7) to organize your final report point-by-point. Draft a brief response to each element (“strandlet”) listed and include supporting documents in the appendix. Be sure you have gathered and organized the required elements listed on page 3.2 (and those on page 3.3 for graduate programs). This documentation must be easily accessible to your Dean and the accreditation team.

Sample Report: (Here’s how your report should be formatted.)

- 2.A.1** The institution demonstrates its commitment to high standards of teaching and learning by providing.... (description of institutional support here). Please see the following documents in the appendix as supportive evidence...
- 2.A.2** Program goals (see Appendix X), and policies (see Appendix Y), are formally reviewed on the following schedule... the process for reviewing program goals and policies is... program goals are aligned to the current draft of the institutional mission in that they...
- 2.A.3** Evidence gathered through the curriculum analysis clearly illuminate the coherent design of our program: our exit outcomes are clearly articulated (see Appendix W)...
- 2.A.4** And so on (and on!).