



## AIM Action Plan – 2012-2013

**Program:** \_\_\_\_\_

**Program Team Participants:**

Name, Title	Workshop Date (Highlight if present)	Campus Code	Contact Info – Phone number Email – if differs from name as documented in first column.
	10/5 10/19 1/18 2/1 4/12 4/26		
	10/5 10/19 1/18 2/1 4/12 4/26		
	10/5 10/19 1/18 2/1 4/12 4/26		
	10/5 10/19 1/18 2/1 4/12 4/26		
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	10/5 10/19 1/18 2/1 4/12 4/26		
	10/5 10/19 1/18 2/1 4/12 4/26		
	10/5 10/19 1/18 2/1 4/12 4/26		
	10/5 10/19 1/18 2/1 4/12 4/26		
	10/5 10/19 1/18 2/1 4/12 4/26		

*Note: Add rows as needed to the tables above.*

Completing the following list of program tasks and responsible assignments will provide an outline for the AIM action plan for this program. This is a dynamic document, which will serve as the ‘meeting minutes’ to track program progression in 2012/13 for the AIM process.

September 26, 2012

Align each program task to the AIM process, using the appropriate code, i.e. A = Assessment; C = Curriculum; QTL = Quality Teaching and Learning.

Update this document each quarter indicating action accomplished on current assignments, and adding new tasks/assignments as necessary. Share this document with all Program Team Participants, the Campus Deans, and the System Director. The document will be housed in the Program Folder of your divisional Blackboard Community and will be updated quarterly.

Date	Program Objective	*AIM Focus (Highlight one)	Responsible Person(s)	Action Steps and Update	Progress Date	Date Due	Date Completed
10/05/2012	<p><b>Example</b></p> <p>To identify a capstone course</p>	A C QTL	Jen Jones – Leader	<p>Group discussion regarding 2 possible courses: ABC 123 and ABC 789            Program Officials to discuss with faculty and report at next meeting</p> <p>.....</p> <p>Review of feedback from faculty demonstrates ABC789 is best fit.            Evidence: ABC123 is too early in the program. SLOs of ABC123 require assessment of knowledge and skill for only some of the program outcomes. ABC789 SLOs require assessment of knowledge and skill for the entire program.            Outcome: Program Officials agree ABC789 is best fit and identify it as the capstone course.</p>	<p>10/10/2012</p> <p>.....</p> <p>01/26/2012</p>	03/01/2013	01/26/2012
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\*AIM Focus Key: A = Assessment C = Curriculum QTL = Quality Teaching and Learning

*Note: Add rows as needed to the tables above.*

**Communication:**

Please document your plan for communication of this information to parties of interest. Parties of interest may include campus leadership, faculty, advisors, advisory board members, accrediting agencies, etc.

**\*\* Post this document in your Division Blackboard Community.**

Identified parties of interest	Method of Communication	Responsible person(s)	Date Due	Date Completed

*Note: Add rows as needed to the tables above.*

## Meeting Synopsis

**October 5, 2012** Recorder: \_\_\_\_\_

Summary –

Assessment Achievement Level determined by group: (circle one)

- Working toward completing Bronze requirements     Bronze     Silver     Gold     Platinum     Diamond

Evidence of achievement:

Executive Summary of next steps to move program forward

Executive Summary of resources needed to accomplish Action/Update/Next steps:

Concerns and questions – need more information about....

Other:

September 26, 2012

**October 19, 2012** Recorder: \_\_\_\_\_

Summary – Major Topics/recommendations from today’s meeting:

Concerns and questions – need more information about....

Resources needed to accomplish Action/Update/Next steps:

Accreditation Update (if pertinent):

Other:

**January 18, 2013** Recorder: \_\_\_\_\_

September 26, 2012

Summary – Major Topics/recommendations from today’s meeting:

Concerns and questions – need more information about....

Resources needed to accomplish Action/Update/Next steps:

Accreditation Update (if pertinent):

Other:

**February 1, 2013** Recorder: \_\_\_\_\_

Summary – Major Topics/recommendations from today’s meeting:

Concerns and questions – need more information about....

September 26, 2012

Resources needed to accomplish Action/Update/Next steps:

Accreditation Update (if pertinent):

Other:

**April 12, 2013** Recorder: \_\_\_\_\_

Summary – Major Topics/recommendations from today’s meeting:

Concerns and questions – need more information about....

Resources needed to accomplish Action/Update/Next steps:

Accreditation Update (if pertinent):

Other:

**April 26, 2013** Recorder: \_\_\_\_\_

Summary – Major Topics/recommendations from today’s meeting:

September 26, 2012

Concerns and questions – need more information about....

Resources needed to accomplish Action/Update/Next steps:

Accreditation Update (if pertinent):

Other:

September 26, 2012



## Program Outcome Assessment Action Plan

Program Outcome	Tool(s) Used to Measure Program Outcome	Students' Strength(s) Noted from Results	Students' Weakness(es) Noted from Results	Plan of Action Based on Results	How Will Plan of Action be Assessed?