

College Name

Department Name

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| --- | --- |
| Interim Status Report on Implementation of Improvement Actions | Program Name |
| Academic Year 2017/2018 | *Month Day, 20-*- |

*<<* ***Purpose of this Document****:*

*(****this section and all text in blue and italic is to be deleted when submitting the report****)*

*The purpose of this interim report is to collect and record information on the implementation status of all improvement actions implemented by an academic program during the Fall semester of an Academic Year including:*

1. *Improvement Actions recorded in the Annual Assessment Report submitted at the end of the previous Academic Year.*
2. *Improvement Actions recorded in earlier Annual Assessment Reports submitted by the program (excluding the Annual Report submit for last academic year) and that were not yet completed or for which no status report was submitted.*
3. *Improvement Actions implemented by the program during Current Academic Year and not recorded in previous Annual Assessment Reports.*

*>>*

**I. Status of 2016-2017 Adopted Improvement Actions:**

*<< Please provide detailed description regarding the implementation of each of the improvement actions listed below that were adopted by the program and recorded in the program most recently submitted Annual Assessment Report. For each adopted and implemented improvement action, please provide, when available, evidence of implementation such as meeting minutes, email communications, copy of updated course syllabus or approved changes in curriculum, etc,.*

*In addition to the detailed description regarding the implementation of the adopted improvement actions, please use and complete the status report table included in Appendix A to provide a summary of the implementation status of the 2016-2017 Adopted Improvement Actions.*

*>>*

1. ***AY 2016-2017 Adopted Improvement Action 1:***

<< *Please add improvement action statement here.* >>

***Evidence and Implementation details for improvement action 1****:*

*<< Please provide detailed description regarding the implementation of the improvement action and briefly describe available evidence of implementation of the action. >>*

*Please include in the appendix the available evidence of implementation such as meeting minutes, email communications, copy of updated course syllabus or approved curriculum change, etc,. >>*

1. ***AY 2016-2017 Adopted Improvement Action 2:***

<< *Please add improvement action statement here.* >>

***Evidence and Implementation details for improvement action 2****:*

<< *Please provide detailed description regarding the implementation of the improvement action and briefly describe available evidence of implementation of the action.* >>

*Please include in the appendix the available evidence of implementation such as meeting minutes, email communications, copy of updated course syllabus or approved curriculum change, etc,. >>*

1. …
2. …

**II. Status of 2014-2015 and 2015-2016 Adopted Improvement Actions:**

*<< Please provide detailed description regarding the implementation of each of the improvement actions listed below that were adopted by the program and recorded in earlier Annual Assessment Reports submitted by the program in 2014-2015 and 2015-2016 that were not yet completed or for which no status report was submitted. For each adopted and implemented improvement action, please provide, when available, evidence of implementation such as meeting minutes, email communications, copy of updated course syllabus or approved changes in curriculum, etc,.*

*In addition to the detailed description regarding the implementation of the Improvement Actions adopted by the program and recorded in earlier annual assessment reports, please use the status report table included in Appendix B to provide a summary of the implementation status of these Improvement Actions.*

*>>*

1. ***AY ---- Adopted Improvement Action 1:***

<< *Please add improvement action statement here.* >>

***Evidence and Implementation Details for AY ---- improvement action 1****:*

<< *Please provide detailed description regarding the implementation of the improvement action and briefly describe available evidence of implementation of the action.*  >>

*Please include in the appendix the available evidence of implementation such as meeting minutes, email communications, copy of updated course syllabus or approved curriculum change, etc,. >>*

1. ***AY ---- Adopted Improvement Action 2:***

<< *Please add improvement action statement here.* >>

***Evidence and Implementation Details for AY ---- improvement action 2****:*

<< *Please provide detailed description regarding the implementation of the improvement action and briefly describe available evidence of implementation of the action.*  >>

*Please include in the appendix the available evidence of implementation such as meeting minutes, email communications, copy of updated course syllabus or approved curriculum change, etc,. >>*

1. …
2. …

**III. Other Improvement Actions** **implemented by program during Current AY (2017-2018):**

*<< Please provide in this section detailed information about the improvement actions implemented by the program that were not recorded in any of the previous Annual Assessment Reports submitted by the program. Detailed information for each improvement action should include, but not be limited to:*

*- Detailed statement and description of the adopted and implemented improvement action*

*- Rationale including when available details on assessment that led to this action.*

*- Learning Outcome(s) or Objective(s) impacted by the action.*

*- Implementation details, and*

*- Evidence of implementation such as meeting minutes, etc., when available.*

*In addition to the detailed description regarding the implementation of the Improvement Actions adopted by the program and not recorded in any of the earlier annual assessment reports, please use the status report table included in Appendix C to provide a summary of the implementation status of these Improvement Actions.*

*>>*

1. ***Other Non-recorded Improvement Action 1:***

<< *Please add improvement action statement here.* >>

***Evidence and Implementation Details for improvement action 1****:*

<< *Please provide detailed description regarding the implementation of the improvement action and briefly describe available evidence of implementation of the action.*  >>

*Please include in the appendix the available evidence of implementation such as meeting minutes, email communications, copy of updated course syllabus or approved curriculum change, etc,. >>*

1. ***Other Non-recorded Improvement Action 2:***

<< *Please add improvement action statement here.* >>

***Evidence and Implementation Details for improvement action 2****:*

<< *Please provide detailed description regarding the implementation of the improvement action and briefly describe available evidence of implementation of the action.*  >>

*Please include in the appendix the available evidence of implementation such as meeting minutes, email communications, copy of updated course syllabus or approved curriculum change, etc,. >>*

1. **…**
2. **…**

**Appendix A**

**Summary: Implementation Status of 2016-2017 Adopted Improvement Actions**

*<< Please provide in the status report table a summary of the improvement actions’ implementation status. >>*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Improvement Action Statement** | **Associated SLO\* / OE\*\***  | **Rationale for the Action (link to Assessment)**  | **Action / Step\*** | **Date of Implementation** | **Used Resources** | **Current Status & Notes** | **Reference to Evidence** |
| **Planned** | **Actual** | **Financial** | **Others** |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |

*\* SLO: Program Level Student Learning Outcome; \*\* OE: Outcome Element; \*\*\*Step/Task: Many Steps /Tasks may be defined for the same improvement action*

**Appendix B**

**Summary: Implementation Status of 2014-2015 and 2015-2016 Adopted Improvement Actions**

*<< Please provide in the status report table a summary of the improvement actions’ implementation status. >>*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Report Date** | **#** | **Improvement Action Statement** | **Associated SLO\* / OE\*\***  | **Rationale for the Action (link to Assessment)**  | **Action / Step\*** | **Date of Implementation** | **Used Resources** | **Current Status & Notes** | **Reference to Evidence\*\*** |
| **Planned** | **Actual** | **Financial** | **Others** |
|  |  |  |  |  |  |  |  |  |  |  |  |
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*\* SLO: Program Level Student Learning Outcome; \*\* OE: Outcome Element; \*\*\*Step/Task: Many Steps /Tasks may be defined for the same improvement action*

**Appendix C**

**Summary: Improvement Actions implemented by program during Current AY (2017-2018)**

*<< Please provide in the status report table a summary of the improvement actions’ implementation status. >>*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Improvement Action Statement** | **Associated SLO\* / OE\*\***  | **Rationale for the Action (link to Assessment)**  | **Action / Step\*** | **Date of Implementation** | **Used Resources** | **Current Status & Notes** | **Reference to Evidence** |
| **Planned** | **Actual** | **Financial** | **Others** |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |

*\* SLO: Program Level Student Learning Outcome; \*\* OE: Outcome Element; \*\*\*Step/Task: Many Steps /Tasks may be defined for the same improvement action*