



Office of Institutional Accreditation

Creating Action Plan

1. On the home page, click on the **workspace** into which you would like to add an Action Plan.
2. Along the left side of the screen under the appropriate Assessment Cycle, click on the link entitled **Action Plan**. Check out the requirement by clicking on the green **Check Out** button in the upper right corner of the screen.

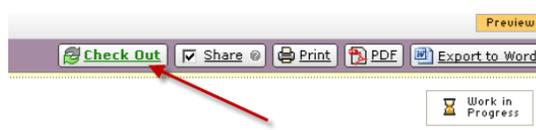
General Information

Standing Requirements

- Mission Statement
- Mission Alignment
- Program/Unit Outcomes

2015-2016 Assessment Cycle

- Assessment Plan
- Assessment Findings
- Action Plan
- Status Report



3. Click the Create New Closing the Loop button, and then click the **Actions** bar to expand this section.

General Information

Standing Requirements

- Mission Statement
- Mission Alignment
- Program/Unit Outcomes

2015-2016 Assessment Cycle

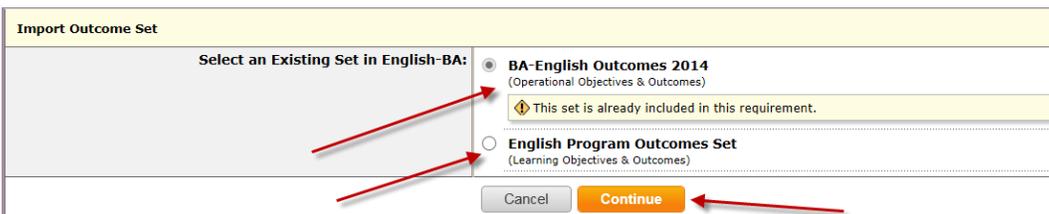
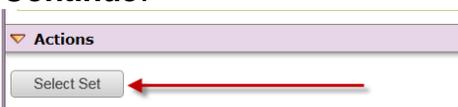
- Assessment Plan
- Assessment Findings
- Action Plan
- Status Report

Action Plan

- Directions
- Review Method

Actions

4. To link your action plan to assessment findings, click the **Select Set** button, and then click **Select Existing Set**. Next, select the appropriate set and click **Continue**.



5. To link your Action Plan to all of the outcomes within the set, check off the box labeled **Include All**. To create an Action Plan for selected outcomes only, check the box (es) labeled Include next to the outcome(s) you would like to include in



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this action plan. Click **Accept and Return to Plan** button.

BA-English Outcomes 2014

Outcome

Outcome	Mapping
<input checked="" type="checkbox"/> 1. Writing competence Students will write informed, well-organized texts with clear purpose and comprehensive, critical evidence.	TX- PVAMU Core Objectives: Communication Skills, USA- SACS Principles of Accreditation: 3.3.1.1
<input type="checkbox"/> 2. Source synthesis Students will skillfully synthesize primary and secondary sources with ethical citation.	TX- PVAMU Core Objectives: Critical Thinking Skills, USA- SACS Principles of Accreditation: 3.3.1.1
<input checked="" type="checkbox"/> 3. Textual analysis Students will analyze texts of various kinds using appropriate disciplinary terminology and theories.	TX- PVAMU Core Objectives: Critical Thinking Skills, USA- SACS Principles of Accreditation: 3.3.1.1
<input type="checkbox"/> 4. Literary knowledge Students will describe and distinguish between major historical periods and literary movements in British, American, and world literature.	USA- SACS Principles of Accreditation: 3.3.1.1
<input checked="" type="checkbox"/> 5. Grammar and language Students will use English grammar with an appreciation for rhetorical choices and the development of the English language.	TX- PVAMU Core Objectives: Communication Skills, USA- SACS Principles of Accreditation: 3.3.1.1
<input type="checkbox"/> 6. ELAR pedagogy Students will incorporate integrated strategies for teaching ELA to diverse populations in accordance with TEA and NCTE guidelines.	USA- SACS Principles of Accreditation: 3.3.1.1

6. Click the **Add New Action** button for the outcome in which you'd like to add an action. You may select the findings that support your action plan, if applicable, and click Continue.

Outcome

1. Writing competence

Students will write informed, well-organized texts with clear purpose and comprehensive, critical evidence.

7. Complete the following areas: (The only mandatory section is the section labeled with an asterisk)
- Label your Action Item under **Action Item Title***
Describe your **Action details**
 - Outline your **Implementation Plan (timeline)**
 - Identify **Key/Responsible Personnel**
 - Indicate how you will know this action plan has been achieved under **Measures** Describe **Budget approval required** information, as needed
 - Place a **Budget Request Amount**
 - Indicate whether the **Priority level** is Low, Medium, or High
 - Click on **Apply Changes**.



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ck Spelling Import Action Apply Changes

Linked to Findings: No Findings have been created on this workspace using the same Outcome as this Action.

*** Action Item Title:**

Action details:

Implementation Plan (timeline):

Key/Responsible Personnel:

Measures:

Budget approval required? (describe):

Budget request amount: \$

Priority level: - Select -

ck Spelling Import Action Apply Changes

8. To upload Supporting Attachments such as budget sheets, applications, forms, meeting minutes etc., click **Add/Edit Attachments and Links**.

1. Writing competence
Students will write informed, well-organized texts with clear purpose and comprehensive, critical evidence.

Action: Revision workshops Add/Edit Findings Edit Remove

This Action is associated with the following Findings

Action details: Implement additional revision workshops focused on organization: rearranging sentences within a paragraph to restructuring entire arguments

Implementation Plan (timeline): Fall 2016 and Spring 2017

Key/Responsible Personnel:

Measures:

Budget approval required? (describe):

Budget request amount: \$0.00

Priority:

Supporting Attachments: [Add/Edit Attachments and Links](#)

9. Click on **Submission & Read Reviews**

Edit Content Discussion **Submission & Read Reviews** Publish Options & Info

English-BA (Workspace: 2015-2020 Assessment Workspace)

Content Log

Assessment Findings

Directions
Review Method

Finding per Measure

10. Click on **Submit Work** besides Assessment Findings

2015-2016 Assessment Cycle			
Assessment Plan	Review Released	Submitted: 10/23/2015 02:22:11 PM	Meets Requirement Score/Results Report
Assessment Findings	In Progress	Edit Work Submit Work	
Action Plan	In Progress	Edit Work Submit Work	
Status Report		Edit Work	

11. In the future, to copy this action plan for another assessment cycle, click the **Add New Action** button under the new outcome. Click **Import Action**. Check the small box labeled Show actions for all outcomes. Select the action you would like to import and then click **Copy Selected**. Click to **Apply Changes** when you are finished editing.



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Outcome

1. Writing competence

Students will write informed, well-organized texts with clear purpose and comprehensive, critical evidence.

Add New Action

Import Action

Apply Changes

Copy an existing Action for '1. Writing competence' Close Window

Cancel Copy Selected

Actions for This Outcome Show actions for all outcomes

Revision workshops [View]
Workspace: 2015-2020 Assessment Workspace
Area: 2015-2016 Assessment Cycle : Action Plan

Cancel Copy Selected

Copy an existing Action for '1. Writing competence' Close Window

Cancel Copy Selected

Actions for All Outcomes Show actions for all outcomes

Revision workshops [View]
Workspace: 2015-2020 Assessment Workspace
Area: 2015-2016 Assessment Cycle : Action Plan

Actions associated with other Outcomes

Recruitment Initiatives [View]
Workspace: 2015-2020 Assessment Workspace
Area: 2016-2017 Assessment Cycle : Action Plan

Introduce more theory [View]
Workspace: 2015-2020 Assessment Workspace
Area: 2015-2016 Assessment Cycle : Action Plan

Review modules [View]
Workspace: 2015-2020 Assessment Workspace
Area: 2015-2016 Assessment Cycle : Action Plan

Course offering [View]
Workspace: 2015-2020 Assessment Workspace
Area: 2015-2016 Assessment Cycle : Action Plan

Cancel Copy Selected

Import Action

Apply Changes