

# **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.

<u>Standing Requirements</u>	
Mission Statement	
Mission Alignment	
Program/Unit Outcomes	
<ul> <li><u>2015-2016 Assessment</u></li> <li><u>Cycle</u></li> </ul>	
Assessment Plan	Preview
Assessment Findings	🖉 Check Out 🔽 🔽 Share 🛛 🖨 Print 🔂 PDE 🖻 Export to Word
Action Plan Status Report	Work in Progress

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



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**.

✓ Actions	Select from outcome sets
Select Set	Accept and Return to Plan Select Existing Set
Import Outcome Set	
Select an Existing Set in English-BA	BA-English Outcomes 2014 (Operational Objectives & Outcomes)
	$\clubsuit$ This set is already included in this requirement.
	C English Program Outcomes Set (Learning Objectives & Outcomes)
	Cancel 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



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

Accept and Re	turn to Plan Select Existing Set A-English Outcomes 2014	
Outcome		
	Outcome	Mapping
Include?) 🗹 📉	<ol> <li>Writing competence Q Students will write informed, well-organized texts with clear purpose and comprehensive, critical evidence.</li> </ol>	TX- PVAMU Core Objectives: Communication Skills USA- SACS Principles of Accreditation: 3.3.1.1
Include?	2. Source synthesis Q 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
Include? ) 🗹 🔨	3. Textual analysis Q 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
Include?	<ol> <li>Literary knowledge Q.</li> <li>Students will describe and distinguish between major historical periods and literary movements in British, American, and world literature.</li> </ol>	USA- SACS Principles of Accreditation: 3.3.1.1
Include?)	<ol> <li>Grammar and language Q Students will use English grammar with an appreciation for rhetorical choices and the development of the English language.</li> </ol>	TX- PVAMU Core Objectives: Communication Skills USA- SACS Principles of Accreditation: 3.3.1.1
Include?	<ol> <li>ELAR pedagogy Students will incorporate integrated strategies for teaching ELA to diverse populations in accordance with TEA and NCTE quickless.</li> </ol>	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.

Add New Action

- 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.



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.	Action: Revision workshops	Add/Edit Findings	Edit	Remove
well-organized texts with clear purpose and comprehensive,	> This Action is associated with the following Findings			
Add New Action	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: AddEdit Attachments and Links			

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

🥒 Edit Content	💭 Discussion	Submission & Read Reviews	🐻 Publish	Coptions & Info
English-BA (Work	space: 2015-2020	Assessment Workspace)		
+ Expand All	Collapse Ali	Content Log		
General Informati	on 🔇	Assessment Findings		
Standing Requ	irements	Directions	•	
Mission Alignm	nent	Review Method		
Program/Unit	Outcomes	Finding per Measure		
Cycle				

10. Click on Submit Work besides Assessment Findings

2015-2016 Assessment Cycle			
🛇 Assessment Plan 🔒	C Review Released	Submitted: 10/23/2015 02:22:11 PM	Meets Requirement Score/Results Report
SASSESSMENT Findings	In Progress	Edit Work Submit Work	
S Action Plan	Drogress	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.



#### Outcome

Students will write informed, well-organized texts with clear purpose and comprehensive, critical evidence. Add New Action Copy an existing Action for '1. Writing competence' 'S' Close Window Cancel Copy Selected Copy an existing Action for '1. Writing competence' S' Close Window Cancel Copy Selected Actions for All Outcomes Copy Selected Actions for All Outcomes Copy Selected Actions for All Outcomes Copy Selected Actions for All Outcomes Merisions corkshops Werkspace: 2015-2020 Assessment Workspace Area: 2015	1. Writing competence	
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