**Program/Discipline Award Nomination Form**

Please answer the following questions and **attach a copy of the Program’s or Disciplines’s assessment to this form.**

Program and Discipline Nominated: Year:

General Education Assessment

The program or discipline has participated in general education assessment as required:

Individual Course Assessment:

The instructors within the program or department have completed individual course assessment as scheduled, assessing each course within a two year cycle.

Program/Discipline Assessment

All instructors within the program/discipline participated in the group assessment.

The group assessment was turned in by Feb. 15th.

The program or discipline report clearly identifies the program or discipline goals that have been assessed.

The program or discipline has established a means of measuring student success.

The program or discipline has established an outcome for the program or discipline.

The program/discipline report reveals calculated assessment results.

The program or discipline has analyzed the results.

The program or discipline has suggested action to improve student achievement and/or the assessment process.

Additional Comments:

Written 8/2008 revised 9/2008