

TSA Phase 2 Checklist

This checklist was developed to help you complete your program TSA efficiently. Please make sure you make an appointment with the Curriculum Department (ext. 76468), when you have a good draft of your Phase 2 documents. If you need any help with this process, please contact the Curr. Dept.

Documents you will need to gather before you begin:

- Phase 1 Approval Request for Your Program. (Michelle Gunderson will send you a copy, otherwise can be found in the WTCS Repository)
- Phase 2 – College Level Approval Request Form (This is the one you will fill out online.)

Information you will need to respond to the Phase 2 Form questions:

	Program outcomes and criteria for your program
	How you will thread the program outcomes across courses in your program (Assigned Outcomes Matrix or Curriculum Map)
	How you will assess the program outcomes (what assessment tool(s) will you use)
	How you will inform students about the assessment(s)
	How you will give students feedback about their performance on the assessment
	How your college will collect and manage the pass/fail data (Usually your college will already have a plan in place for this—you might need to find out what it is.)
	How your college will utilize the assessment data to improve teaching and learning in the program

Documents to print from WIDS

- Attachment C: Program Assigned Outcome Matrix

Other documents needed for submission

- Attachment F: Advisory Committee Minutes documenting that you shared the TSA Phase II process, the discussion of this TSA is noted, along with their input and support. Below is an example of language to satisfy this requirement:

The Phase 2 TSA was discussed with the Advisory Committee-John Doe explained the entire TSA process. The state worked with the faculty during Phase 1 to set the benchmark for all the colleges. The intent of Phase 2 is to determine how do we (MATC) know that students are able to meet the required competencies and how do we measure them? The Action Plan outlines the plan to meet the benchmarks for each course in the program. In the reporting phase, the instructor will have to meet with each student in each course to assess whether or not a student has met the criteria. He distributed the Phase 2 TSA plan for Culinary Arts and Culinary Management for review by the committee.

Vote to support approval of TSA Phase 2-Motion by John Doe to approve TSA action plan for Culinary Arts. 2nd by Jill Jones. All in favor.