

This guide is meant to provide recommendations of how to respond to the WTCS TSA Phase II questions presented in the *TSA Assessment Plan Approval Request Form*. For additional information please contact the Curriculum Department.

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*1. Describe how this plan is based on the Phase I assessment plan. (limit of 500 characters)*

Indicate what information/material(s) or process this program is aligned with, ie. *WTCS TSA Assessment plan approved for Phase 1 of TSA*, from an outside credentialing body (indicate the name), etc.

*2. Summarize your implementation plan for Student Assessment. Attach program outcomes course assignment matrix. (limit of 500 characters)*

Add statements regarding implementation of TSA-what will you use, how will you use it, what specific assessments will you require of students?? Will you assess the outcomes in each course? Include how you will apply the program outcome summary (if you are using that method). Will faculty use rubrics aligned to the program outcome summary? This answer needs to be specific to your program. Attach Outcomes matrix from WIDS.

*3. Attach the scoring guide on which the assessment is based.*

Attach the guide you will use to score the assessment (the guide you use to report MET/NOT MET).

*4. Summarize how your college informs students of the assessment format and conditions, performance criteria and standard of performance. (limit of 500 characters)*

Determine how students are informed of the TSA expectations. Do you introduce them to the TSA process and expectations at the start of the program? Are students reminded of the program expectations throughout each course using the syllabus? Are expected outcomes indicated on rubrics for each assignment and assessment?

*5. Summarize how students will receive feedback on their performance of the assessment. (limit of 500 characters)*

Indicate the feedback type, for example: "The student's performance is reviewed with them individually using both verbal and written communications." For students that need additional support, add how your faculty or other services will assist them to improve performance.

*6. Summarize your process for collecting and managing the required pass/fail data on all program outcomes for program students in preparation for reporting the required data to the Client Reporting System. (limit of 500 characters)*

Describe how you/your program will collect the assessment information. Will it be in a capstone course (indicate course name and number)? From a culminating test? From an external assessment/test? From a portfolio? *Note: The Curriculum Dept. will add specific info on data collection as part of the reporting process.*

*7. Summarize how your college will use assessment data and incorporate the results to continually improve teaching and learning within the program. (limit of 500 characters)*

Add information regarding methods of program/student outcome reviews as part of your program's review process. Indicate how program assessment results are captured and reviewed for improvement by the faculty/Advisory Committees/prog chairs/Associate Deans, etc., and how often.

*8. Attach documentation of advisory committee's acknowledgement/awareness of the TSA Phase II process and plan for obtaining advisory committee input on the TSA assessment in the future. (limit of 500 characters)*

Attach current Advisory Committee minutes-must be from most recent semester. The minutes should contain details on the TSA discussion as well as Adv Comm support for the TSA process to move forward in the form of a vote.