**Tips for Using Assessment Results**

- Present the results in several ways: face-to-face meeting, written report, workshop format in which the report serves as the springboard for brainstorming possible next steps.
- Engage the program faculty members, staff, and students in discussions about the results and how they might be used. Questions like these can start the conversation:
  - Do the results live up to our expectations?
  - Are our expectations appropriate? Should expectations be changed?
  - What were the most effective tools to assess student learning? Can those tools be shared and used in other courses or programs?
- Once there is consensus the action(s) to be taken, create an action plan that describes the actions the program will take, who will take those actions, and the timeline for implementing actions.
- Monitor changes as they are implemented to determine whether they have the desired effect(s).
- Keep in mind that even negative results can have a positive effect when they are used to improve the learning process.