I. Structure: Pick One of Two
   a. Formats – available from Institutional Effectiveness website
   b. academics.georgiasouthern.edu/vpie/academic-assessment/academic-program
   c. New section – Teaching Strategies
      i. Strategies described throughout the program to teach each SLO
      ii. Curriculum map by course to introduce, reinforce, master each SLO
      iii. Why strategies were chosen or developed
      iv. Strategies based on effectiveness and direct connection to SLO

II. Management: Assessment is not a Solo Activity
   a. Unit Assessment Committee
      i. Subcommittees by individual reports
      ii. Engage entire faculty
   b. Assessment Committee of the Whole
      i. Annual or semi-annual meetings
      ii. Adopt, edit, vote on SLOs, Strategies and Mapping, Measures, Targets, Action Plans and Annual Reports
   c. Lone Ranger, with or without a Tonto
      i. Will probably morph into informal committee/group structure

III. Report Writing Techniques
   a. Write as you go
   b. Spring vs Summer report writing
   c. Get help
      i. Section writing
      ii. Graphs and Tables
      iii. Data appendicies
      iv. Editing and proofreading