



Checklist for Course Binders (Form PL2)
Aeronautical Engineering Department

Items to be checked		
1	Soft Copy (word file + Excel file)	
2	Cover Page	
3	Table of Contents	
DIVIDER 1: Course Design Data		
4	Course Syllabus (ABET EC-2000 Format)	
5	Course Calendar	
6	Course Instructional Methods & Assessment Tools	
7	Mapping of Course Learning Objectives(CLOs) into Program Outcomes with Performance Targets or Passing Criteria	
8	Articulation Matrix (Mapping matrix integrated with Learning activities & Assessment tools versus CLOs)	
9	Summary of Course Design and Course Assessment Tools (from Excel software)	
DIVIDER 2: Course Assessment Data		
10	Indirect Course Assessment Tools: Copies of Outcomes Survey, CLOs Survey, and Course Evaluation Survey (from Excel software)	
11	Direct Assessment Tools: Copies of question papers of	
12	Results of Direct and Indirect Assessment Tools: Class grades, Results of Outcomes Survey, Results of CLO Survey, and Results of Course Evaluation Survey (from Excel software)	
13	Summative Assessment Tables & Assessment Charts (from Excel software)	
14	End of Semester CLO Assessment and Improvement Report (from Excel software)	
15	End of Semester Outcomes Assessment and Improvement Report (from Excel software)	
DIVIDERS 3, Assessment of Program Outcome a, if addressed		
16	Outcome Definition and Outcome Indicators (or Attributes)	
17	Course Learning Objectives (CLOs) addressing the outcome, their instructional and learning tools, and their direct assessment tools (from Excel software)	
18	Outcome Survey (from Excel software)	
19	Results of Outcome Assessment Tools (from Excel software)	
20	Outcome Assessment and Improvement Report (from Excel software)	
21	Student work samples, with attached outcome rubric, for the critical outcomes (i.e. the outcomes for which the course is considered as a key course).	

DIVIDERS 4, Assessment of Program Outcome b, if addressed		
22	Outcome Definition and Outcome Indicators (or Attributes)	
23	Course Learning Objectives (CLOs) addressing the outcome, their instructional and learning tools, and their direct assessment tools (from Excel software)	
24	Outcome Survey (from Excel software)	
25	Results of Outcome Assessment Tools (from Excel software)	
26	Outcome Assessment and Improvement Report (from Excel software)	
27	Student work samples, with attached outcome rubric, for the critical outcomes (i.e. the outcomes for which the course is considered as a key course).	
DIVIDERS 5, Assessment of Program Outcome c, if addressed		
28	Outcome Definition and Outcome Indicators (or Attributes)	
29	Course Learning Objectives (CLOs) addressing the outcome, their instructional and learning tools, and their direct assessment tools (from Excel software)	
30	Outcome Survey (from Excel software)	
31	Results of Outcome Assessment Tools (from Excel software)	
32	Outcome Assessment and Improvement Report (from Excel software)	
33	Student work samples, with attached outcome rubric, for the critical outcomes (i.e. the outcomes for which the course is considered as a key course).	
DIVIDERS 6, Assessment of Program Outcome d, if addressed		
34	Outcome Definition and Outcome Indicators (or Attributes)	
35	Course Learning Objectives (CLOs) addressing the outcome, their instructional and learning tools, and their direct assessment tools (from Excel software)	
36	Outcome Survey (from Excel software)	
37	Results of Outcome Assessment Tools (from Excel software)	
38	Outcome Assessment and Improvement Report (from Excel software)	
39	Student work samples, with attached outcome rubric, for the critical outcomes (i.e. the outcomes for which the course is considered as a key course).	
DIVIDERS 7, Assessment of Program Outcome e, if addressed		
40	Outcome Definition and Outcome Indicators (or Attributes)	
41	Course Learning Objectives (CLOs) addressing the outcome, their instructional and learning tools, and their direct assessment tools (from Excel software)	
42	Outcome Survey (from Excel software)	
43	Results of Outcome Assessment Tools (from Excel software)	
44	Outcome Assessment and Improvement Report (from Excel software)	
45	Student work samples, with attached outcome rubric, for the critical outcomes (i.e. the outcomes for which the course is considered as a key course).	
DIVIDERS 8, Assessment of Program Outcome f, if addressed		
46	Outcome Definition and Outcome Indicators (or Attributes)	
47	Course Learning Objectives (CLOs) addressing the outcome, their instructional and learning tools, and their direct assessment tools (from Excel software)	
48	Outcome Survey (from Excel software)	
49	Results of Outcome Assessment Tools (from Excel software)	
50	Outcome Assessment and Improvement Report (from Excel software)	
51	Student work samples, with attached outcome rubric, for the critical outcomes (i.e. the outcomes for which the course is considered as a key course).	

DIVIDERS 9, Assessment of Program Outcome g, if addressed		
52	Outcome Definition and Outcome Indicators (or Attributes)	
53	Course Learning Objectives (CLOs) addressing the outcome, their instructional and learning tools, and their direct assessment tools (from Excel software)	
54	Outcome Survey (from Excel software)	
55	Results of Outcome Assessment Tools (from Excel software)	
56	Outcome Assessment and Improvement Report (from Excel software)	
57	Student work samples, with attached outcome rubric, for the critical outcomes (i.e. the outcomes for which the course is considered as a key course).	
DIVIDERS 10, Assessment of Program Outcome h, if addressed		
58	Outcome Definition and Outcome Indicators (or Attributes)	
59	Course Learning Objectives (CLOs) addressing the outcome, their instructional and learning tools, and their direct assessment tools (from Excel software)	
60	Outcome Survey (from Excel software)	
61	Results of Outcome Assessment Tools (from Excel software)	
62	Outcome Assessment and Improvement Report (from Excel software)	
63	Student work samples, with attached outcome rubric, for the critical outcomes (i.e. the outcomes for which the course is considered as a key course).	
DIVIDERS 11, Assessment of Program Outcome i, if addressed		
64	Outcome Definition and Outcome Indicators (or Attributes)	
65	Course Learning Objectives (CLOs) addressing the outcome, their instructional and learning tools, and their direct assessment tools (from Excel software)	
66	Outcome Survey (from Excel software)	
67	Results of Outcome Assessment Tools (from Excel software)	
68	Outcome Assessment and Improvement Report (from Excel software)	
69	Student work samples, with attached outcome rubric, for the critical outcomes (i.e. the outcomes for which the course is considered as a key course).	
DIVIDERS 12, Assessment of Program Outcome j, if addressed		
70	Outcome Definition and Outcome Indicators (or Attributes)	
71	Course Learning Objectives (CLOs) addressing the outcome, their instructional and learning tools, and their direct assessment tools (from Excel software)	
72	Outcome Survey (from Excel software)	
73	Results of Outcome Assessment Tools (from Excel software)	
74	Outcome Assessment and Improvement Report (from Excel software)	
75	Student work samples, with attached outcome rubric, for the critical outcomes (i.e. the outcomes for which the course is considered as a key course).	
DIVIDERS 13, Assessment of Program Outcome k, if addressed		
76	Outcome Definition and Outcome Indicators (or Attributes)	
77	Course Learning Objectives (CLOs) addressing the outcome, their instructional and learning tools, and their direct assessment tools (from Excel software)	
78	Outcome Survey (from Excel software)	
79	Results of Outcome Assessment Tools (from Excel software)	
80	Outcome Assessment and Improvement Report (from Excel software)	
81	Student work samples, with attached outcome rubric, for the critical outcomes (i.e. the outcomes for which the course is considered as a key course).	