Task 6: Share the Course Sampling Plan

Purpose:

After preparing your college's course sampling plan, it must be shared with key campus constituents for review, feedback, and formal approval. This step ensures transparency, fosters shared responsibility, and gives departments and leadership the opportunity to validate the plan before implementation. Properly managing this step also models effective communication and accountability within the assessment cycle.

Steps to Complete the Task

1. **Identify Reviewers and Approvers**

   o Determine who should:

      ▪ **Provide feedback** on the content and accuracy of the sampling plan (e.g., Department Chairs, Assessment Committees, Program Coordinators)

      ▪ **Approve** the final version (typically the **Associate Dean**)

   o Clarify with your Dean's office or OAAPR if there are any additional approvers required at the college level.

2. **Send Notifications Through AMEE Flow**

   o In the sampling plan task, set **Notification = Yes** and open the notification builder by clicking this icon

   o Add the following information:

      ▪ **Clear instructions** on what the recipient should review (e.g., "Please confirm that your department's selected courses and outcomes are accurate.")

      ▪ A **due date** for response (e.g., within 5 business days)

      ▪ The **type of response required** (e.g., Approval, Feedback, Acknowledgement)

   o Assign the notification to each reviewer as needed.

3. **Follow Up Outside the Platform if Necessary**

   o If feedback is not received by the response deadline:

      ▪ Send a reminder via email or calendar invite

- Mention the importance of timely feedback to stay on track with the institutional reporting calendar
  - Consider attaching a PDF copy of the plan just in case users cannot access AMEE Flow

4. **Continue Working While Awaiting Responses**
   - Do not delay downstream tasks while waiting for every approval or comment.
   - AMEE Flow will reveal who has or has not responded,
     - Any issues flagged, update the sampling plan

Best Practices

- Monitor **feedback and approval tracking** (available in AMEE Flow).

- Set the expectation that **no response = approval** unless otherwise noted.

- Include a **brief summary of your process** in the notification so recipients understand what was considered in creating the plan.

- Encourage reviewers to provide **specific feedback**, not just a yes/no approval.

- Keep communication respectful and brief, especially during busy times like the start of the term.

AMEE FLOW

Balancing Energy, Workload, and Efficiency