

# Task 5: Generate the Course Sampling Plan

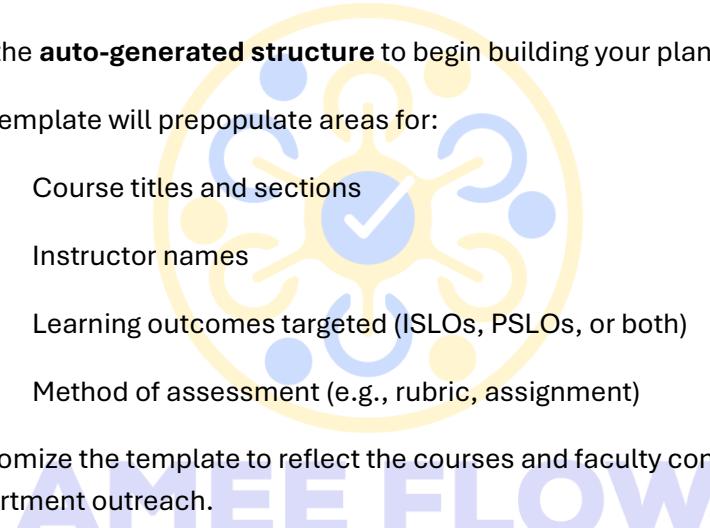
## Purpose:

The Course Sampling Plan serves as the official record of which course sections and faculty have been selected to participate in the current assessment cycle. This plan ensures transparency, alignment with institutional learning outcomes, and consistency in data collection across departments. Submitting an accurate and well-documented sampling plan is a critical step in the iROCA process.

## Steps to Complete the Task

### 1. Use the AMEE Flow Automated Report Template

- Navigate to your project in AMEE Flow and open the “**Sampling Plan**” section.
- Use the **auto-generated structure** to begin building your plan.
- The template will prepopulate areas for:
  - Course titles and sections
  - Instructor names
  - Learning outcomes targeted (ISLOs, PSLOs, or both)
  - Method of assessment (e.g., rubric, assignment)
- Customize the template to reflect the courses and faculty confirmed through your department outreach.



### 2. Review and Edit Before Submission

- Read through the entire plan carefully to ensure accuracy and consistency.
- Double-check:
  - Course titles and section numbers
  - Instructor names and email addresses
  - Outcome alignment (does the course actually assess the outcome listed?)
  - Instructional modality (online, hybrid, in-person)
- Look for missing or placeholder data and correct it before submission.

- Confirm that all required sections are represented and balanced across departments.

### 3. Document Misalignments

- If any course appears **misaligned** with the selected outcome (e.g., outcome is listed but the assignment doesn't assess it), do the following:
  - Leave a note directly in **AMEE Flow** next to the course name or in the comment section provided.
  - Indicate what the issue is (e.g., "Assignment does not assess ISLO 1A") and whether the course should be updated, excluded, or flagged for follow-up.
  - These notes provide important context for reviewers, support future map corrections, and provide improvement suggestions when reporting on assessment data results.
  - Communicate with the leadership of the department so they are aware of the discrepancy and add it to the challenges section of the sampling plan.

## Best Practices

- **Cross-reference alignment maps** before entering any course into the sampling plan to avoid errors.
- Organize course data by department or outcome for easier review.
- Include a mix of modalities and course levels (e.g., lower and upper division) if possible to ensure a representative sample.
- **Collaborate with department chairs** on any final edits, especially if a faculty member declines participation or if a course is canceled.
- Use the "Download" option in AMEE Flow to save a backup copy of your sampling plan for your records or sharing.