



Curriculum Data Health Checklist

1. Data Centralization

Single Source of Truth

- ☐ All course objectives, session plans, and assessment items live in one platform or repository

Real-Time Updates

- ☐ Changes to any map element immediately propagate to all downstream reports and dashboards

Search & Tagging

- ☐ You can find any competency, course, or outcome via free-text search or standardized tags

2. Taxonomy & Governance

Controlled Vocabulary

- ☐ A published competency library exists and is enforced—no “synonyms” or local forks

Role-Based Permissions

- ☐ Each stakeholder (course director, program lead, accreditation officer) has the right level of read/write access

Version Control & Audit Trails

- ☐ Every change is timestamped, attributed, and easily revertible—so you’re always audit-ready

3. Quality & Continuous Improvement

Mapping Completeness

- ☐ 100% of your courses have at least one linked learning outcome and one linked assessment

Gap & Redundancy Reports

- ☐ You generate—on demand—reports that highlight uncovered outcomes and overlapping content

Review Cadence

- ☐ You’ve defined (and scheduled) formal review cycles, with automatic notifications for overdue items

Stakeholder Feedback Loop

- ☐ Faculty and learners can submit mapping feedback that feeds directly back into your CQI process.