

2016-2017 Learning Assessment Calendar - Instructional

Orange = Meeting/Event
 Green = Communication/Follow up
 Blue = Planning/Background Activity
 Red = Deadline

Task	Fall Date	Spring Date	Responsible
SLOAC presents at least one Flex Day workshop. This includes discussion of the previous term's ILO results and brief introduction to this term's ILO assessment.	Flex Days - August 18	Flex Days - January 19-20	SLOAC Coords/Specialist
VPI/Specialist distribute term's <i>schedule assessment report</i> and previous term's results to deans/chairs (SLO, PLO, SAO). Discuss expectations of report and due dates. Point to other reports on website.	Flex Days Division Meeting - August 19	Flex Days - January 19-20	VPI/Specialist
Deans discuss overall assessment status, plans, and current term's ILO assessment.	Flex Days Div Meeting - August 19	Flex Days Div Meeting - January 19-20	DIV I & II Deans
Departments discuss assessment results from last term and this term's department assessment plan (SLO, PLO, SAO). Chairs announce deadline and expectations for completing assessment plans.	Flex Days Dept Meetings - August 19	Flex Days Dept Meetings - January 19-20	Chairs/Faculty
All PLO assessments from previous term due in Taskstream	August 26	By January 27	Chairs/Faculty
VPI sends beginning of semester announcement that includes reminder to start assessment plans.	First week of classess - August 22-26	First week of classes - January 23-27	VPI
VPI/Specialist collect completed fall schedule assessment planning reports from department chairs.	Second CDCPD Meeting - September	Second CDCPD meeting - February	Chairs/VPI/Specialist
Specialist ensures all faculty completing assessments have Taskstream access and all courses are active in Taskstream	One week from first CDCPD meeting	One week after first CDCPD meeting	Specialist
SLOAC Div Coords attend a least one department meeting per department to train and/or discuss PLO assesment	First Half of September	First Half of February	SLOAC Div Coords
SLOAC Division Coordinators email all faculty completing assessments to offer support	First Half of September	First Half of February	SLOAC Div Coords
Faculty/Depts reach out to SLAOC Coordinators if further assistance is needed to develop assessment plans.	Second Half of September	Second Half of February	Faculty/Depts/Service Areas/SLOAC Coords
ILO Coordinator contacts faculty teaching courses mapped to current term's ILO; asks for participation in two lunch meetings.	Second Half of September	Second Half of February	ILO Coordinator
Deans/VPI email faculty to reinforce the importance of participating in ILO assessment.	Second Half of September	Second Half of February	Div I & II Deans/VPI
SLOAC submits articles to Merritt Connection and sends regular updates/resources via email.	Ongoing September-December	Ongoing February-May	SLOAC
Specialist prepares updated reports and distributes to chairs at CDCPD, posts on website, and provides to administrators as needed.	Ongoing September-December	Ongoing February-May	Specialist
Chairs collect SLO assessment plans from faculty (Taskstream printout or Word Doc); inform deans and SLOAC of assessment plan completion status.	By October 19	By March 10	Chairs/Faculty

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Chairs submit any SLO assessment plans in Word Doc format to Specialist.		By October 19	By March 10	Chairs
Chairs confirm PLO assessment plans at a department meeting.		By End of October	By End of April	Chairs
Chairs document PLO assessment plans. Bring to CDCPD.		CDCPD - November 2	CDCPD - April 5	Chairs
Specialist's office completes entry of Word Doc SLO assessment plans into Taskstream.		October 19-End of October	March 13-24	Specialists/Part-time employees
SLOAC Div Coords review SLO assessments plans and contact faculty to refine if needed.		October 19-End of November	March 13-31	SLOAC Div Coords/SAO Coord
Deans, VPI and VPSS follow up with faculty who do not turn in SLO assessment plan and, chairs w/no PLO assessment plans		November 2 -End of November	April 5 - End of April	Div I & II Deans/VPI/VPSS
SLOAC reviews PLO plans and Div I & II Coordinators contact chairs to confirm receipt and/or refine plan.		November 2 -End of November	April 5 - End of April	SLOAC/SLOAC Div Coords
ILO Coordinator holds introductory lunch to discuss ILO assessment requirements and rubric. Faculty provide feedback on rubric.		October 14	March	ILO Coord/Faculty/Chairs /Specialist
Faculty complete SLO assessments and enter into Taskstream or send Word Doc to Coordinator or Specialist.		Ongoing October-December	Ongoing March-May	Faculty
VPI sends reminder about SLO and PLO assessments in mid-semester email.		October/November	March/April	VPI
SLOAC sends final email reminders about all assessments; offers help, examples, and resources		December	May	SLOAC
ILO coordinator holds second lunch/summit meeting to discuss results and action plans. Participating faculty bring completed rubrics and examples.		December 16	May	ILO Coord/Faculty/Chairs /Specialist
SLOAC plans next year's Flex Day and ILO activities.		December/Summ	May/Summer	SLOAC
Departments hold second meeting to discuss PLO results and action plans (if results available)		November/December	April/May	Chairs/Faculty
Deans hold interdisciplinary summit to discuss interdisciplinary AA degree PLO assessment		November/December	April/May	Deans/Chairs/Faculty
All SLO assessments due in Taskstream or Word Doc. Send Word Docs to Coordinator or Specialist.		January 3	June 5	Faculty/Chairs
Specialist's office completes entry of Word Doc assessments into Taskstream.		January 3-18	June 5-July 1	Specialists/Part-time employees