

Learning Outcomes Assessment Calendar DRAFT

2016 – 2017 Student Services

Task	Fall	Spring	Responsible
SAO coordinator meets with SS departments and programs to choose SLOs to be assessed fall semester and assessment instruments planned for gathering data on SLOs/ satisfaction/users demographics, etc. SAO coordinator also provides programs with timeline for SLO assessment completion. Programs communicate decision to administrator. Assessment plans entered in Taskstream by program leads or SLO coordinator.	6 weeks before fall classes begin		SAO Coordinator/ Program leads
Same as above Also SAO coordinator collects all assessment plans for semester and provides summary to Administration and SLOAC	5 weeks before fall classes begin		SAO Coordinator/ Program leads
SAO coordinator reviews with SS departments and programs final versions of instruments (mostly surveys). Copies of instruments made and shared with their administrator.	4 weeks before fall classes begin		SAO Coordinator/ Program leads
Program lead initiates distribution of instruments to service users for data gathering for SLOs/satisfaction/ demographic data.	3 weeks before fall classes begin		Program leads
Peak enrollment Data gathering continues	2 weeks before fall classes begin		
Peak enrollment Data gathering continues	1 week before fall classes begin		
Peak enrollment Data gathering continues	1 st week of classes		
Peak enrollment Data gathering continues	2 nd week of classes		
APU templates distributed with links to previous APUs, PRs and other data sources. Data gathering of some instruments may end this week.	3 rd week of classes		VPSS Office/ Dean's Office?/ Office of Research?
APU workshop. Sections I to IV	4 th week of classes		Researcher/ SAO coordinator/Admin
APU workshop. Sections V to VII	5 th week of classes		Researcher/ SLO coordinator/Admin

APUs due	6 th week of classes		
Respite for programs Administrators read APUs	7 th week of classes		Administrators
SAO coordinator meets with programs to create/review forms to tally and summarize data gathered for SLOs on weeks -3 to +3	8 th week of classes		SLO Coordinator/ Program lead
Same as above	9 th week of classes		SLO Coordinator/ Program lead
SAO coordinator meets with programs to analyze SLO results	10 th week of classes		SLO Coordinator/ Program lead
Same as above And Program or SAO coordinator enter information on Taskstream	11 th week of classes		SLO Coordinator/ Program lead
And Program or SAO coordinator enter information on Taskstream	12 th week of classes (11/14/16)		SLO Coordinator/ Program lead/ student assistants
Respite for programs	13 th , 14 th , 15 th week of classes (ThxGvg)		
Cycle begins again: SAO coordinator meets with SS departments and programs to choose SLOs to be assessed spring semester and assessment instruments planned for gathering data on SLOs/satisfaction/users demographics, etc. Programs communicate decision to administrator.	16 th week of classes (12/05/16) 6 weeks before spring semester starts		SLO Coordinator/ Program lead/ student assistants
Same as above	17 th week of classes (12/12/16) 5 weeks before spring classes begin		SAO Coordinator/ Program leads
SAO coordinator reviews with SS departments and programs final versions of instruments (mostly surveys). Copies of instruments made and shared with their administrator.	4 weeks before spring classes begin		SAO Coordinator/ Program leads
Program lead initiates distribution of instruments to service users for data gathering for SLOs/satisfaction/demographic data.	3 weeks before spring classes begin		Program leads