

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 (late August)	Flex Days (late January)	SLOAC Chair/Specialist/ILO AC
VPI/Specialist distribute updated 3-year cycle, fall schedule assessment report, fall schedule assessment planning template, and previous term's results to deans/chairs.	Flex Days Division Meeting (late August)	Flex Days Division Meeting (late January)	VPI/Specialist
VPSS distributes updated 3-year cycle, fall assessment planning template and previous term's results to administrators/department point people	July (prior to peak enrollment)	December (prior to peak enrollment)	VPSS/Specialist/SAO Coord
Deans discuss overall assessment status, plans, and current term's ILO assessment.	Flex Days Division Meeting (late August)	Flex Days Division Meeting (late January)	DIV I , II , III Deans
Departments discuss assessment results from last term as well as this term's department assessment plan. Chairs announce deadline and expectations for completing assessment plans.	Flex Days Department Meeting (late August)	Flex Days Department Meeting (late January)	Chairs/Faculty
Chairs develop semester assessment plan for department and disseminate to faculty	First week of classes (late August)	First week of classes (late January)	Chairs
VPI sends beginning of semester announcement that includes reminder to start assessment plans.	First week of classes (late August)	First week of classes (late January)	VPI
VPI/Specialist collect fall schedule assessment planning template from chairs.	First CDCPD Meeting	First CDCPD meeting	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 from first CDCPD meeting	Specialist
SLOAC division coordinators email all faculty completing assessments to offer support; SAO coordinator contacts point person in each area.	September	February	SLOAC Div Coords/SAO Coord
SLOAC coordinators attend a least one department meeting in each department to train and/or discuss PLO assesment; SAO coordinator attends at least one department staff meeting to discuss SAO assessment.	September	February	SLOAC Div Coords/SAO Coord
Faculty/Departments reach out to SLAOC Coordinators if further assistance is needed.	September	February	Faculty/Service Areas/SLOAC Div Coords/SAO Coord
ILO Coordinator contacts faculty teaching courses mapped to current term's ILO; asks for participation in two lunch meetings.	September	February	ILO Coordinator

Deans/VPI email faculty to reinforce the importance of participating in ILO assessment.	September	February	Div I & II Deans/VPI
SLOAC submits articles to Merritt Connection and sends regular updates/resources via email.	September-December	February-May	SLOAC
Specialist prepares updated reports and distributes to chairs at CDCPD, posts on website, and provides to administrators as needed.	September-December	February-May	Specialist
Chairs collect SLO assessment plans from faculty (Taskstream printout or Word Doc); inform deans and SLOAC of assessment plan completion status.	Early October	Early March	Chairs/Div 1 & II Deans/SLOAC/Faculty
Chairs submit any SLO assessment Word Docs to Specialist.	Early October	Early March	Chairs/Specialist
Chairs confirm PLO assessment plans and enter into Taskstream; or submit Word doc to Specialist.	Early October	Early March	Chairs/Program Directors/Specialist
Service area point people enter SAO assessment plans into Taskstream	Early October	Early March	Service Areas/SAO Coord
Deans follow up with faculty who do not turn in SLO assessment plans/ chairs who do not turn in PLO assessment plans.	Mid October	Mid March	Div I & II Deans
Specialist's office completes entry of Word Doc SLO assessment plans into Taskstream.	October	March	Specialists/Part-time employees
SLOAC Div Coords review SLO assessments plans and contact faculty to refine if needed; SAO Coord reviews plans and contacts departments if needed.	October	March	SLOAC Div Coords/SAO Coord
SLOAC reviews PLO plans and Div I & II Coordinators contact chairs to confirm receipt and/or refine plan.	October	March	SLOAC/SLOAC Div Coords
Chairs confirm PLO assessment plans at a department meeting.	October/November	March/April	Chairs/Faculty
ILO Coordinator holds introductory lunch to discuss ILO assessment requirements and rubric. Faculty provide feedback on rubric.	October	March	ILO Coordinator/Faculty/Chairs/Specialist
Faculty complete SLO assessments and enter into Taskstream or send Word Doc to Coordinator or Specialist.	October-December	March-May	Faculty/SLOAC Div Coord/Specialist
VPI sends reminder about SLO and PLO assessments in mid-semester email; VPSS sends reminder to departments about SAO assessments.	October/November	March/April	VPI/VPSS
VPI follows up with faculty who do not turn in SLO assessment plans/ chairs who do not turn in PLO assessment plans.	October/November	March/April	VPI/SLOAC
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.	December	May	ILO Coordinator/Faculty/Chairs/Specialist
SLOAC plans next year's Flex Day and ILO activities.	December/Summer	May/Summer	SLOAC Coords/Specialist
Departments hold second meeting to discuss PLO results and action plans (if results available)	November/December	April/May	Chairs/Faculty
All SLO assessments due in Taskstream or Word Doc to Specialist or Assessment Coordinators	Grade Roster due date	Grade Roster due date	Faculty/Specialist/Coord
All PLO assessments due	Grade Roster due date	Grade Roster due date	Chairs/Faculty
Specialist's office completes entry of Word Doc assessments into Taskstream.	January	June	Specialists/Part-time employees