

## Learning Outcomes Assessment Calendar

### 2019 – 2020 Student Services

Task	Fall	Spring	Responsible
SAO coordinator meets with SS departments and program leads to select SLOs to assess for the semester, assessment instruments planned for gathering data and timeline for assessment completion.	Week after census	same	SAO Coordinator
Assessment plans entered in word documents.	3 weeks after census		
Each SS program-leads initiate distribution of surveys to service users for data gathering.	3-weeks after census		
SAO coordinator meets with programs to review forms and tally and summarize data gathered.	Term weeks 8 & 9 (Midterms)		
SAO coordinator meets with programs to analyze SLO results and create plans of action.	Term weeks 10-11		
SS Program-leads or SAO coordinator enter information on Word documents or C-Net if platform available.	Week of attendance roster		
Continue entering data	Final's week		