

**Service Area Outcomes Assessment Calendar
Spring 2023 - Student Services**

Task	Fall	Spring	Responsible
SAO coordinator contacts SS departments/programs to select outcomes to be assessed for the semester, assessment instruments they plan to use to gather data and timeline for assessment completion.	By week 3 after census	same	SAO Coordinator
SAO Coordinator enters assessment plans in Word documents. (Plans are simply the list of SAOs a program plans to assess)	By week 5 after census	same	SAO Coordinator
Each SS program coordinator or lead initiates distribution of surveys to users for data gathering.	By week 5 after census	same	Program coordinators/leads and SAO Coordinator
Program leads meet with SAO coordinator to review forms and assist with barriers they encounter to get service recipients or stakeholders' feedback	Ongoing; preferably by weeks 3-12 of the term.	same	Program coordinators/leads and SAO Coordinator
Program leads meet with SAO coordinator to tally and summarize data gathered, then analyze results and create plans of action.	Ongoing. Preferably by weeks 10-18 of the term.	same	Program coordinators/leads and SAO Coordinator
SS Program coordinators/leads or SAO coordinator enter information on Word documents or C-Net if platform available.	By the start of the following semester	same	SAO Coordinator