

Assessment Timeline 2019-2020

Task	Fall Date	Spring Date	Responsible
SLOAC presents at least one Flex Day workshop.	Flex Days (late August)	Flex Days (late January or spring date)	SLOAC Chair/Coordinators
SLOAC Coordinators provide updated google docs reflecting assessment completion within three year cycle, links to assessment tutorials, expected timelines	September	January	Coordinators
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 assessments.	Flex Days Department Meeting (late August)	Flex Days Department Meeting (late January)	Chairs/Faculty
Chairs to submit department meeting assessment template to SLOAC committee.	Due no later than Sept. 30th.	Due no later than Fe. 28th.	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
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
ILO Coordinator contacts faculty teaching courses mapped to current term's ILO; asks for participation in discussions.	September	February	ILO Coordinator
Chairs confirm PLO assessment plans at a department meeting.	October/November	March/April	Chairs/Faculty
ILO Coordinator holds introductory lunch to discuss ILO assessment assessment plans.	October	March	ILO Coordinator/Faculty/C chairs/Specialist
Faculty complete SLO assessments and enter into CurriQunet.	October-December	March-May	Faculty/SLOAC Div Coord
VPI sends reminder about SLO and PLO assessments in mid-semester email; VPSS sends reminder to departments about SAO assessments.	October	March	VPI/VPSS
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 ILO assessment results and action plans.	December	May	ILO Coordinator/Faculty/C chairs
SLOAC plans next year's Flex Day and ILO activities.	December	May	SLOAC Coords
All SLO assessments due in CurriQunet	Grade Roster due date	Grade Roster due date	Faculty/Coord
All PLO assessments due	Grade Roster due date	Grade Roster due date	Chairs/Faculty
VPI follows up with faculty who have not entered assessment plans	December-January	May-June	VPI