

Fall/Spring 2007-08 – Course Level

Course	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	
Faculty	Attend Course specific meetings as scheduled	<ul style="list-style-type: none"> Attend Course specific meetings, as scheduled. Review data from previous assessments Recommend changes 	<ul style="list-style-type: none"> Participate in course assessment discussions Implement changes Come to consensus on course competencies 	<ul style="list-style-type: none"> Progress Reports to OAC Including recommended changes to instrument, curriculum & competencies Revise instruments as needed. 			<ul style="list-style-type: none"> Administer course assessment instrument Submit data to Course coordinator as agreed Attend Course specific meetings as scheduled 				Course Coordinators compile assessment data – follow course plan for analysis
OAC	Offer training workshops to Course Coordinators	Offer training workshops to Course Coordinators			<ul style="list-style-type: none"> Review progress of participating CAP courses 				Review course assessment plan		
Assessment Coordinators	Work with Course Coordinators, offering support as needed					Develop plan for systematically revising all syllabi of multiple-section course to have common competencies Continue support of faculty and Course Coordinators			Submit plan to OAC/LI&CC for review/ approval		
Associate Deans	Work with faculty and Course Coordinators, offering support as needed										
Dean of Learning & Instruction	Encourage active, productive faculty participation in CAP activities										

Fall/Spring 2007-08 – Program Level

Program	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
Faculty		CTE faculty hold fall assessment day	CTE faculty/AD analyze assessment day results	Faculty from selected programs revise/create program assessment plans and refine capstone courses					CTE faculty hold spring assessment day	CTE faculty/AD analyze assessment day results
Assessment Coordinator		Provide support	Provide support	Provide support			Provide support	Provide support	Provide support	
OAC		Provide support	Provide support				Provide support	Provide support		
Associate Deans				CTE AD submits report to OAC					CTE AD submits report to OAC	
Dean of Learning & Instruction		Provide support	Provide support	Provide support			Provide support	Provide support	Provide support	

Fall/Spring 2007-08 – Institution Level

Institutional	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
Faculty				<ul style="list-style-type: none"> •Faculty review results of spring 2006 CCSSE surveys •Faculty recommend action plan to improve areas of weakness as noted on the surveys 		Faculty implement action plan			Administer Noel-Levitz Survey	
Assessment Coordinators		Provide support	Provide support	Provide support	Provide support	Provide support			Provide support	Provide support
OAC		<ul style="list-style-type: none"> •OAC review CCSSE survey results •OAC prepare for presentation to faculty 		<ul style="list-style-type: none"> •OAC present CCSSE survey results to faculty •OAC recommend action plan 		<ul style="list-style-type: none"> •Sub-Team continue its review of metrics for the institution's Ends Statements •Provide Support for Action plan 				
Associate Deans	Provide support	Provide support	Provide support	Provide support	Provide support	Provide support			Provide support	Provide support
Dean of Learning & Instruction	Supervise development of CCSSE results report	Provide support	Provide support						Provide support	Provide support

Summer 2008 – All Levels

LEVELS	JUNE	JULY	AUGUST
Class			
Faculty	CAT's	CAT's	CAT's
Assmt. Coord.	Training/Support	Training/Support	Training/Support/Annual CAT report
OAC*	N/A	N/A	N/A
Assoc. Deans	Reminders	Reminders	Annual CAT report
Dean of L&I	N/A	N/A	Annual CAT report
Course			
Faculty	Send in/prepare data; administer course assessments Course Coordinators compile & analyze data	Send in/prepare data; administer course assessments Course Coordinators compile & analyze data	CC's prepare 06-07 Course Assessment Report to share with course faculty
Assmt. Coord.	Provide Support/Prepare for Training Workshop	Provide Support/Prepare for Training Workshop	Provide Support/Prepare for Training Workshop
OAC*	N/A	N/A	N/A
Assoc. Deans	•Provide Support		
Dean of L&I	•Provide Support		
Program			
Faculty			
Assmt. Coord.			
OAC*			
Assoc. Deans			
Dean of L&I			
Degree			
Faculty			
Assmt. Coord.	Provide Support	Provide Support	Provide Support
OAC*	Compile results of Graduation surveys into a report that will be presented to the faculty in fall 2007		
Assoc. Deans	Provide Support	Provide Support	Provide Support
Dean of L&I	Provide Support	Provide Support	Provide Support
Institution			
Assmt. Coord.			
Assoc. Deans			
Dean of L&I			

*Outcomes Assessment Committee members and sub-teams will meet as needed throughout the summer