

CHECKLIST AND TIME-LINE Course Assessment Project

Phase I – Syllabus Discussion and Instrument Development – Semester 1

✓	TASK	DUE DATE*	PERSON(S) RESPONSIBLE
	1. Create listing of course colleagues/addresses	Beginning of semester 1	Course Coordinator (CC)
	2. Make arrangements for initial meetings	Beginning of semester 1	CC
	3. Make initial contact	Beginning of semester 1	CC
	4. Facilitate initial meeting	Sept. 15/Feb. 15	CC
	5. Gain consensus on Course Description	Sept. 30/Feb. 28	CC/AD
	6. Gain consensus on Course Outcomes	Sept. 30/Feb. 28	CC/AD
	5/6a. Gain approval of syllabus revisions	Dec. 1/May 1	CC
	7. Gain consensus on Course Core Competencies	Oct. 15/Mar. 15	CC/AD
	8. Communicate progress with all course instructors	Oct. 30/Mar. 31	CC
	9. Develop Assessment Instrument	Nov. 15/Apr. 15	CC/Course Team
	10. Develop Administration Guidelines	Nov. 15/Apr. 15	CC/Course Team
	11. Develop Scoring Guidelines	Nov. 15/Apr. 15	CC/Course Team
	12. Develop Data Analysis/Reporting Guidelines	Nov. 15/Apr. 15	CC/Course Team
	13. Complete Progress Report	Nov. 15/Apr. 15	CC
	14. Communicate progress with all course instructors	Nov. 31/April 30	CC
	15. Finalize Phase I	Dec. 10/May 10	CC
	16. Attend Outcomes Assessment Meeting	TBA	CC

Phase II – Instrument Piloting/Implementation – Semesters 2, 3 & 4

	17. Pilot instrument in selected classes	Semester 2	CC/Course Team
	18. Prepare SWOT Analysis of pilot	Following Pilot	CC/Course Team
	19. Make adjustments to improve process	As needed	CC/Course Team
	20. Communicate progress with all course instructors	Ongoing	CC
	21. Administer instrument in all course sections	Semester 3	All Current Course Instructors
	22. Share Results with all course instructors	End of Semester 3	CC
	23. Create Action Plans	End of Semester 3	CC/All Course Instructors
	24. Implement Action Plans	Semester 4	All Course Instructors

Phase III– Maintenance – Semester 4 +

	25. Repeat Steps 20-24	Semester 4	All Course Instructors
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*Dates reflect traditional semesters; Course Coordinators who operate on Ft. Riley cycles should adjust appropriate

