

ACADEMIC ASSESSMENT & DEPARTMENTAL EVALUATION CHECKLIST

Notes: Phrases in CAPITAL LETTERS relate directly to terms in **WEAVEonline®**; Assessment data collection occurs between June 1 & May 31 each year; **It is essential that faculty be involved** in developing assessment plans, interpreting results, and developing action plans to modify curricula and improve student learning.

	2009-2010	2010-2011	2011-2012
Academic-Program Faculty in: COAHS COBA COED COLFA COST	<p><u>This month:</u></p> <p><u>Should Be Finalized</u></p> <p><input type="checkbox"/> All 2009-10 entries should be complete.</p>	<p><u>This month:</u></p> <p><input type="checkbox"/> Past Due for multiple programs in COE and COST: Assessment work sessions with Wakefield and college AAC representative, for those programs that have not yet completed those sessions</p> <p><input type="checkbox"/> Prior to 5/15/11: Program faculty submit to Department Heads/Program Coordinators all assessment data (FINDINGS) collected during the spring term for current assessment cycle's OBJECTIVES/OUTCOMES</p> <p><input type="checkbox"/> Prior to 5/25/11: Department/Program end-of-year faculty meeting regarding newly ended assessment cycle, to 1) discuss FINDINGS for current assessment cycle, 2) determine related ACTION PLANS for improvement of each academic program (including resource/ budget allocations required), 3) discuss conclusions for each programs' ANALYSES in WEAVEonline® and ... (continued under 2011-12)</p> <p><input type="checkbox"/> DUE 5/31/11: For the newly ended assessment cycle, final entry into WEAVEonline® 1) FINDINGS and 2) related ACTION PLANS for academic-program improvement (including any resource/budget allocations required)</p> <p><input type="checkbox"/> Continually collect/analyze/enter 2010-11 assessment data</p> <p><u>Should Be Finalized:</u></p> <p><input type="checkbox"/> Prior to 12/1/10: Assessment work sessions with Wakefield and college AAC representative for all academic programs</p> <p><input type="checkbox"/> Prior to 3/7/11: In response to budget discussions, finalize entries in WEAVEonline® regarding 1) FINDINGS to date for current assessment cycle's OBJECTIVES/ OUTCOMES</p>	<p><u>This month:</u></p> <p><input type="checkbox"/> Prior to 5/1/11: Based on AAC reviews, enter into WEAVEonline® revisions to next assessment cycle</p> <p><input type="checkbox"/> DUE 5/1/11: Report to AAC College Faculty Representative any revisions to next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES</p> <p><input type="checkbox"/> Prior to 5/25/11: (Continued from 2010-11 item RE end-of-year meetings) ... 4) discuss any final modifications needed in student-learning OBJECTIVES/ OUTCOMES, MEASURES, CURRICULUM MAPPING, SUSTAINABILITY PLANS, course designs, and master syllabi for next assessment cycle</p> <p><u>Should Be Finalized:</u></p> <p><input type="checkbox"/> Prior to 3/7/11: In response to budget discussions, finalize entries in WEAVEonline® regarding 1) modifications for next assessment cycle's OBJECTIVES/ OUTCOMES and MEASURES, and 3) any changes to OBJECTIVES/ OUTCOMES and MEASURES rolled over from 2010-11 assessment cycle</p>

<p>Academic-Program Department Heads in: COAHS COBA COED COLFA COST</p>	<p><u>This month:</u></p> <p><u>Should Be Finalized</u></p> <p><input type="checkbox"/> All 2009-10 entries should be complete.</p>	<p><u>This month:</u></p> <p><input type="checkbox"/> Past Due for one or more programs in COE, and COST: Assessment work sessions with Wakefield and college AAC representative, for those programs that have not yet completed those sessions</p> <p><input type="checkbox"/> Prior to 5/25/11: Department/Program end-of-year faculty meeting regarding newly ended assessment cycle, to 1) discuss FINDINGS for current assessment cycle, 2) determine related ACTION PLANS for improvement of each academic program (including resource/ budget allocations required), 3) discuss conclusions for each programs' ANALYSES in WEAVEonline® and ... (continued under 2011-12)</p> <p><input type="checkbox"/> Prior to 5/25/11: Unit end-of-year discussions regarding newly ended assessment cycle, to 1) discuss FINDINGS for current assessment cycle, 2) determine related ACTION PLANS for unit improvement (including any resource/ budget allocations required), 3) discuss conclusions for unit's ANALYSES in WEAVEonline®, and ... (continued under 2011-12)</p> <p><input type="checkbox"/> DUE 5/31/11: For the newly ended assessment cycle, final entry into WEAVEonline® 1) FINDINGS and 2) related ACTION PLANS for academic-program improvement (including any resource/budget allocations required)</p> <p><input type="checkbox"/> DUE 5/31/11: For the newly ended assessment cycle, final entry into WEAVEonline® of 1) FINDINGS and 2) related ACTION PLANS for unit improvement (including any resource/ budget allocations required),</p> <p><input type="checkbox"/> Continually collect/analyze/enter 2010-11 assessment data</p> <p><u>Monitor/Oversee Faculties:</u></p> <p><input type="checkbox"/> Past Due for one or more programs in COE and COST: Assessment work sessions with Wakefield and college AAC representative, for those programs that have not yet completed those sessions</p>	<p><u>This month:</u></p> <p><input type="checkbox"/> Based on AAC reviews, enter into WEAVEonline® revisions to next assessment cycle (both for academic programs and for unit)</p> <p><input type="checkbox"/> DUE 5/1/11: Report to AAC College Faculty Representative any revisions to next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES</p> <p><input type="checkbox"/> Prior to 5/25/11: (continued from 2010-11 item RE end-of-year department/ program meetings) ... 4) discuss any final modifications needed in student-learning OBJECTIVES/ OUTCOMES, MEASURES, CURRICULUM MAPPING, SUSTAINABILITY PLANS, course designs, and master syllabi for next assessment cycle</p> <p><input type="checkbox"/> Prior to 5/25/11: (continued from 2010-11 item RE end-of-year unit discussions) ... 4) discuss any final modifications needed in unit OBJECTIVES/OUTCOMES and MEASURES for next assessment cycle</p> <p><u>Monitor/Oversee Faculties:</u></p> <p><input type="checkbox"/> Prior to 5/15/11: Program faculty submit to Department Heads/Program Coordinators all assessment data (FINDINGS) collected during the spring term for current assessment cycle's OBJECTIVES/OUTCOMES</p> <p><input type="checkbox"/> Prior to 5/25/11: (Continued from 2010-11 item RE end-of-year meetings) ... 4) discuss any final modifications needed in student-learning OBJECTIVES/ OUTCOMES, CURRICULUM MAPPING, course designs, and master</p>
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<p>Deans of: COAHS COBA COED COLFA COST</p>	<p><u>This month:</u></p> <p><u>Should Be Finalized</u></p> <p><input type="checkbox"/> All 2009-10 entries should be complete.</p>	<p><u>This month:</u></p> <p><input type="checkbox"/> Past Due for one or more programs in COE and COST: Assessment work sessions with Wakefield and college AAC representative, for those programs that have not yet completed those sessions</p> <p><input type="checkbox"/> Prior to 5/25/11: Unit end-of-year discussions regarding newly ended assessment cycle, to 1) discuss FINDINGS for current assessment cycle, 2) determine related ACTION PLANS for unit improvement (including any resource/ budget allocations required), 3) discuss conclusions for unit's ANALYSES in WEAVEonline®, and ... (continued under 2011-11)</p> <p><input type="checkbox"/> DUE 5/31/11: For the newly ended assessment cycle, final entry into WEAVEonline® of 1) FINDINGS and 2) related ACTION PLANS for unit improvement (including any resource/ budget allocations required)</p> <p style="text-align: center;">—CONTINUED—</p>	<p><u>This month:</u></p> <p><input type="checkbox"/> Prior to 5/1/11: Based on AAC reviews, enter into WEAVEonline®</p> <p><input type="checkbox"/> DUE 5/1/11: Report to AAC College Department-Head Representative any revisions to next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES</p> <p><input type="checkbox"/> Prior to 5/25/11: (continued from 2010-11 item RE end-of-year unit discussions) ... 4) discuss any final modifications needed in unit OBJECTIVES/OUTCOMES and MEASURES for next assessment cycle</p> <p style="text-align: center;">—CONTINUED—</p>

		<p><input type="checkbox"/> Continually collect/analyze/enter 2010-11 assessment data</p> <p>Monitor/Oversee Departments:</p> <p><input type="checkbox"/> Past Due for one or more programs in COE and COST: Assessment work sessions with Wakefield and college AAC representative, for those programs that have not yet completed those sessions</p> <p><input type="checkbox"/> Prior to 5/25/11: Department/Program end-of-year faculty meeting regarding newly ended assessment cycle, to 1) discuss FINDINGS for current assessment cycle, 2) determine related ACTION PLANS for improvement of each academic program (including resource/ budget allocations required), 3) discuss conclusions for each programs' ANALYSES in WEAVEonline® and ... (continued under 2011-11)</p> <p><input type="checkbox"/> Prior to 5/25/11: Unit end-of-year discussions regarding newly ended assessment cycle, to 1) discuss FINDINGS for current assessment cycle, 2) determine related ACTION PLANS for unit improvement (including any resource/ budget allocations required), 3) discuss conclusions for unit's ANALYSES in WEAVEonline®, and ... (continued under 2011-11)</p> <p><input type="checkbox"/> DUE 5/31/11: For the newly ended assessment cycle, final entry into WEAVEonline® of 1) FINDINGS and 2) related ACTION PLANS for unit improvement (including any resource/ budget allocations required),</p> <p>Should Be Finalized:</p> <p><input type="checkbox"/> Prior to 12/1/10: Assessment work sessions with Wakefield and college AAC representative for all academic programs</p> <p>Prior to 3/7/11: In response to budget discussions, finalize entries in WEAVEonline® regarding 1) FINDINGS to date for current assessment cycle's OBJECTIVES/ OUTCOMES</p>	<p>Monitor/Oversee Departments:</p> <p><input type="checkbox"/> Prior to 5/1/11: Finalize any revisions to next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES</p> <p><input type="checkbox"/> DUE 5/1/11: Report to AAC College Faculty Representative any revisions to next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES</p> <p><input type="checkbox"/> Prior to 5/25/11: (continued from 2010-11 item RE end-of-year department/ program meetings) ... 4) discuss any final modifications needed in student-learning OBJECTIVES/ OUTCOMES, MEASURES, CURRICULUM MAPPING, SUSTAINABILITY PLANS, course designs, and master syllabi for next assessment cycle</p> <p><input type="checkbox"/> Prior to 5/25/11: (continued from 2010-11 item RE end-of-year unit discussions) ... 4) discuss any final modifications needed in unit OBJECTIVES/OUTCOMES and MEASURES for next assessment cycle</p> <p>Should Be Finalized:</p> <p><input type="checkbox"/> Prior to 3/7/11: In response to budget discussions, finalize entries in WEAVEonline® regarding 1) modifications for next assessment cycle's OBJECTIVES/ OUTCOMES and MEASURES, and 3) any changes to OBJECTIVES/ OUTCOMES and MEASURES rolled over from 2010-11 assessment cycle</p>
<p>Budgetary-Units</p>	<p><u>This month:</u></p> <p><u>Finalized:</u></p>	<p><u>This month:</u></p> <p><input type="checkbox"/> Prior to 5/25/11: Department/Program end-of-year faculty meeting regarding newly ended assess —CONTINUED—</p>	<p><u>This month:</u></p> <p><input type="checkbox"/> Prior to 5/1/11: Based on AAC reviews, enter into WEAVEonline® —CONTINUED—</p>

	<input type="checkbox"/> All 2009-10 entries should be complete.	<p>ment cycle, to 1) discuss FINDINGS for current assessment cycle, 2) determine related ACTION PLANS for improvement of each academic program (including resource/ budget allocations required), 3) discuss conclusions for each programs' ANALYSES in WEAVEonline® and ... (continued under 2011-12)</p> <input type="checkbox"/> Continually collect/analyze/enter 2010-11 assessment data	<p>revisions to next assessment cycle</p> <input type="checkbox"/> DUE 5/1/11: Report to AAC College Department-Head Representative any revisions to next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES
Academic Assessment Committee (AAC)	<p><u>This month:</u></p> <p><u>Finalized:</u></p> <input type="checkbox"/> All 2009-10 activities should be complete.	<p><u>This month:</u></p> <input type="checkbox"/> Remind constituents of upcoming deadlines <input type="checkbox"/> Share with constituents information from AAC meetings <input type="checkbox"/> Assistance as requested <p><u>Should Be Finalized:</u></p> <input type="checkbox"/> Comprehensive revisions of all 2010-11 SLO programs in all five colleges of the Academic Affairs unit	<p><u>This month:</u></p> <input type="checkbox"/> Remind constituents of upcoming deadlines <input type="checkbox"/> Assistance as requested <p><u>Should Be Finalized:</u></p> <input type="checkbox"/> 3/7-25/11: Check next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES & provide feedback to academic programs and unit heads

NEXT MONTH'S CHECKLIST APPEARS ON THE NEXT PAGE.

NEXT MONTH			
	2010-2011	2011-2012	2012-2013
All Units		<ul style="list-style-type: none"> <input type="checkbox"/> Starting 6/1/11: Begin data collection for next assessment cycle's OBJECTIVES/ OUTCOMES, entering FINDINGS into WEAVEonline® as they become available <input type="checkbox"/> 6/1-10/11: AAC checks for completion of FINDINGS and academic program ACTION PLANS and provides feedback, & submits results to Director of Academic Assessment for reporting to Provost's office <input type="checkbox"/> DUE 6/15/11: Based on end-of-year Department/Program discussions, complete entry into WEAVEonline® for: <ol style="list-style-type: none"> 1)ANALYSIS for the newly ended assessment cycle, 2)OBJECTIVES/ OUTCOMES, MEASURES, COURSE MAPPING, and/or SUSTAINABILITY PLANS and 3)any new OBJECTIVES/ OUTCOMES for next assessment cycle, based on ACTION PLANS entered for the newly ended assessment cycle (including those requiring budget allocations in the next budget cycle) 	