

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: COAES 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>SUMMER:</u></p> <p><input type="checkbox"/> <i>Past Due for multiple programs in COE and COST:</i> Assessment work sessions with Wakefield and college AAC representative, for those programs that have not yet completed those sessions</p> <p><input type="checkbox"/> DUE 6/15/11: Based on FINDINGS and ACTION PLANS, enter ANALYSIS into WEAVEonline®</p> <p><input type="checkbox"/> DUE 8/15/11: Program faculty submit to Department Heads/Program Coordinators all assessment data (FINDINGS) collected during the summer for the next assessment cycle's OBJECTIVES/ OUTCOMES</p> <p><input type="checkbox"/> Prior to 8/31/11: At least one Departmental/ Program Faculty Meeting to address</p> <ol style="list-style-type: none"> 1) Student-learning OBJECTIVES/ OUTCOMES for current assessment cycle, 2) Creation/ revision of courses, master syllabi, and course maps 3) organize current assessment cycle's data collection responsibilities for MEASURES <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 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 re-</p> <p style="text-align: center;">—CONTINUED—</p>	<p><u>SUMMER:</u></p> <p><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</p> <p><input type="checkbox"/> DUE 6/15/11: Based on FINDINGS and ACTION PLANS entered for the newly ended assessment cycle, enter into WEAVEonline® any needed revisions OBJECTIVES/ OUTCOMES, MEASURES, COURSE MAPPING, and/or SUSTAINABILITY PLANS and any new OBJECTIVES/ OUTCOMES</p> <p><u>Should Be Finalized:</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>quired), 3) discuss conclusions for each programs' ANALYSES in WEAVEonline® and ... (continued under 2011-12)</p> <ul style="list-style-type: none"> <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) <input type="checkbox"/> Collect/analyze/enter 2010-11 assessment data 	
<p>Academic-Program Department Heads in: COAES COBA COED COLFA COST</p>	<p><u>This month:</u></p> <p><u>Should Be Finalized</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All 2009-10 entries should be complete. 	<p><u>SUMMER:</u></p> <ul style="list-style-type: none"> <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 <input type="checkbox"/> DUE 6/15/11: Based on end-of-year Department/Program discussions, complete entry of ANALYSIS into WEAVEonline® <input type="checkbox"/> 7/1-15/11: Deans discuss ACTION PLANS & ANALYSES with all Department and Unit Heads, providing final information needed for 8/1 completion of Unit ANNUAL REPORTS <input type="checkbox"/> DUE 8/1: Finalize entry of WEAVEonline® ANNUAL REPORTS for last assessment cycle <input type="checkbox"/> Prior to 8/31/11: At least one Departmental/ Program Faculty Meeting to address <ul style="list-style-type: none"> 1) Student-learning OBJECTIVES/ OUTCOMES for current assessment cycle, 2) Creation/ revision of courses, master syllabi, and course maps 3) organize current assessment cycle's data collection responsibilities for MEASURES <p><u>Monitor/Oversee Faculties:</u></p> <ul style="list-style-type: none"> <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 <input type="checkbox"/> DUE 6/15/11: Based on FINDINGS and ACTION PLANS, enter ANALYSIS into WEAVEonline® <input type="checkbox"/> DUE 8/15/11: Program faculty submit to Department Heads/Program Coordinators all assessment data (FINDINGS) collected during the summer for <p style="text-align: center;">—CONTINUED—</p>	<p><u>SUMMER:</u></p> <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"/> DUE 6/15/11: Based on FINDINGS and ACTION PLANS entered for the newly ended assessment cycle, enter into WEAVEonline® any needed revisions OBJECTIVES/ OUTCOMES, MEASURES, COURSE MAPPING, and/or SUSTAINABILITY PLANS and any new OBJECTIVES/ OUTCOMES <p><u>Monitor/Oversee Faculties:</u></p> <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"/> DUE 6/15/11: Based on FINDINGS and ACTION PLANS entered for the newly ended assessment cycle, enter into WEAVEonline® any needed revisions OBJECTIVES/ OUTCOMES, MEASURES, COURSE MAPPING, and/or SUSTAINABILITY PLANS and any new OBJECTIVES/ OUTCOMES <p style="text-align: center;">—CONTINUED—</p>

		<p>the next assessment cycle's OBJECTIVES/OUTCOMES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prior to 8/31/11: At least one Departmental/ Program Faculty Meeting to address <ol style="list-style-type: none"> 4) Student-learning OBJECTIVES/ OUTCOMES for current assessment cycle, 5) Creation/ revision of courses, master syllabi, and course maps 6) organize current assessment cycle's data collection responsibilities for MEASURES <p><u>Should Be Finalized:</u></p> <ul style="list-style-type: none"> <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) <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) <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) —CONTINUED— <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), <input type="checkbox"/> Collect/analyze/enter 2010-11 assessment data 	<p><u>Should Be Finalized:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Based on AAC reviews, enter into WEAVEonline® revisions to next assessment cycle (both for academic programs and for unit) <input type="checkbox"/> DUE 5/1/11: Report to AAC College Faculty Representative any revisions to next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES <input type="checkbox"/> Prior to 5/25/11: (continued from 2010-11 item RE end-of-year department/ program meetings) ... <ol style="list-style-type: none"> 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 <input type="checkbox"/> Prior to 5/25/11: (continued from 2010-11 item RE end-of-year unit discussions) ... <ol style="list-style-type: none"> 4) discuss any final modifications needed in unit OBJECTIVES/OUTCOMES and MEASURES for next assessment cycle
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<p>Deans of: COAES 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>SUMMER:</u></p> <p><input type="checkbox"/> <u>Past Due for one or more programs in COE and COST:</u> Assessment work sessions with Wakefield and college AAC representative, for those programs that have not yet completed those sessions</p> <p><input type="checkbox"/> DUE 6/15/11: Based on FINDINGS and ACTION PLANS, enter ANALYSIS into WEAVEonline®</p> <p><input type="checkbox"/> DUE 6/30/11: Deans review ACTION PLANS & ANALYSES entered into WEAVEonline® by all Academic Programs and Units and upload reviews to each program's Document Repository</p> <p><input type="checkbox"/> 7/1-15/11: Deans discuss ACTION PLANS & ANALYSES with all Department and Unit Heads, providing final information needed for 8/1 completion of Unit ANNUAL REPORTS</p> <p><input type="checkbox"/> DUE 7/15/11: Deans complete discussions with all Department and Unit Heads regarding ACTION PLANS & ANALYSES, providing final information needed for 8/1 completion of Unit ANNUAL REPORTS</p> <p><u>Monitor/Oversee Departments:</u></p> <p><input type="checkbox"/> <u>Past Due for one or more programs in COE, and COST:</u> Assessment work sessions with Wakefield and college AAC representative, for those programs that have not yet completed those sessions</p> <p><input type="checkbox"/> DUE 6/15/11: Based on end-of-year Department/Program discussions, complete entry of ANALYSIS into WEAVEonline®</p> <p><input type="checkbox"/> 7/1-15/11: Deans review and discuss ACTION PLANS & ANALYSES with Department and Unit Heads</p> <p><input type="checkbox"/> DUE 8/1: Finalize entry of WEAVEonline® ANNUAL REPORTS for last assessment cycle</p> <p><input type="checkbox"/> Prior to 8/31/11: At least one Departmental/ Program Faculty Meeting to address</p> <ol style="list-style-type: none"> 1) Student-learning OBJECTIVES/ OUTCOMES for current assessment cycle, 2) Creation/ revision of courses, master syllabi, and course maps 	<p><u>SUMMER:</u></p> <p><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</p> <p><input type="checkbox"/> DUE 6/15/11: Based on FINDINGS and ACTION PLANS entered for the newly ended assessment cycle, enter into WEAVEonline® any needed revisions OBJECTIVES/ OUTCOMES, MEASURES, and any new OBJECTIVES/ OUTCOMES</p> <p><u>Monitor/Oversee Departments:</u></p> <p><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</p> <p><input type="checkbox"/> DUE 6/15/11: Based on FINDINGS and ACTION PLANS entered for the newly ended assessment cycle, enter into WEAVEonline® any needed revisions OBJECTIVES/ OUTCOMES, MEASURES, COURSE MAPPING, and/or SUSTAINABILITY PLANS and any new OBJECTIVES/ OUTCOMES</p> <p><u>Should Be Finalized:</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 Department-Head Representative any revisions to next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES</p>
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		<p>3) organize current assessment cycle's data collection responsibilities for MEASURES</p> <p>Should Be Finalized:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prior to 12/1/10: Assessment work sessions with Wakefield and college AAC representative for all academic programs <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) <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) <input type="checkbox"/> Collect/analyze/enter 2010-11 assessment data 	<ul style="list-style-type: none"> <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>Budgetary-Units</p>	<p><u>This month:</u></p> <p><u>Finalized:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All 2009-10 entries should be complete. 	<p><u>SUMMER:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> DUE 6/15/11: Based on FINDINGS and ACTION PLANS, enter ANALYSIS into WEAVEonline® <input type="checkbox"/> 7/1-15/11: Deans discuss ACTION PLANS & ANALYSES with all Department and Unit Heads, providing final information needed for 8/1 completion of Unit ANNUAL REPORTS <p>DUE 8/1: Finalize entry of WEAVEonline® ANNUAL REPORTS for last assessment cycle</p> <p><u>Should Be Finalized:</u></p> <ul style="list-style-type: none"> <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) <input type="checkbox"/> Collect/analyze/enter 2010-11 evaluation data 	<p><u>SUMMER:</u></p> <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"/> DUE 6/15/11: Based on FINDINGS and ACTION PLANS entered for the newly ended assessment cycle, enter into WEAVEonline® any needed revisions OBJECTIVES/ OUTCOMES, MEASURES, and any new OBJECTIVES/ OUTCOMES <p><u>Should Be Finalized:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Prior to 5/1/11: Based on AAC reviews, enter into WEAVEonline® revisions to next assessment cycle <p style="text-align: center;">—CONTINUED—</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 <input type="checkbox"/> Prior to 5/25/11: (continued from 2010-11 item RE end-of-year unit discussions) discuss any modifications needed in unit OBJECTIVES/OUTCOMES and MEASURES for next assessment cycle
Academic Assessment Committee (AAC)	<p><u>This month:</u></p> <p><u>Finalized:</u> <input type="checkbox"/> All 2009-10 activities should be complete.</p>	<p><u>SUMMER:</u></p> <input type="checkbox"/> 6/1-10/11: Check for completion of FINDINGS and Academic Program ACTION PLANS (including at least one program-enhancement plan), provide feedback to Dean, to Program Coordinators and Department/Unit Heads, and copy to Director of Assessment <input type="checkbox"/> 6/15-30/11: Check for completion of ANALYSIS, then provide feedback to Dean, to Program Coordinators and Department/Unit Heads, and copy to Director of Assessment <input type="checkbox"/> 7/15-31/11: Complete End-of-Cycle Report forms for each Academic Program and Unit <input type="checkbox"/> DUE 8/1: Submit End-of-Cycle Report forms for all Academic Programs and Units to the Director of Assessment, for reporting to the Provost, and upload reviews to each program's Document Repository <input type="checkbox"/> 8/1-10/11: Check for completion of ANNUAL REPORTS, then provide feedback to Dean and Unit Heads, and copy to Director of Assessment <input type="checkbox"/> Remind constituents of upcoming deadlines <input type="checkbox"/> Share with constituents information from AAC meetings <input type="checkbox"/> College/Unit assistance as requested <p><u>Should Be Finalized:</u> <input type="checkbox"/> Comprehensive revisions of all 2011-12 SLO programs in all five colleges of the Academic Affairs unit</p>	<p><u>SUMMER:</u></p> <input type="checkbox"/> Remind constituents of upcoming deadlines <input type="checkbox"/> Assistance as requested <p><u>Should Be Finalized:</u></p>