

Academic Program Annual Assessment Process (September through June)

| MONTH | TASK | RESPONSIBLE PARTY |
|-----------|---|--|
| September | Conduct meta-analysis of all annual program assessment reports using the Program Assessment Rubric (PAR). | AAC |
| | Report meta-analysis findings, disaggregated by department, to Institutional Effectiveness Committee (IEC) | AAC/ Director of Assessment/Assessment Analyst |
| | Programs update the <i>Mission, Goals, Outcomes</i> and align <i>Institutional Student Learning Outcomes</i> and <i>Curriculum Maps</i> (as needed) | Department and program faculty |
| October | Conduct meta-analysis and provides feedback on <i>Mission, Goals, Outcomes</i> and <i>Curriculum Maps</i> using PAR. | AAC |
| | Create <i>Annual Program Assessment Plan</i> | Department and program faculty |
| | Programs develop/update <i>Five-year Program Assessment Plan</i> | Department and program faculty |
| November | Conduct meta-analysis and provide feedback on <i>Annual Program Assessment Plan</i> and <i>Five-year Program Assessment Plan</i> using PAR. | AAC |
| | Implement <i>Annual Program Assessment Plan</i> | Department and program faculty |
| December | Continue to implement <i>Annual Program Assessment Plan</i> | Department and program faculty |
| January | Analyze assessment data | Department and program faculty |
| February | Verbal updates on assessment activities thus far and next steps | Department assessment coordinators |
| | Provide feedback on verbal updates on assessment activities and next steps | AAC |
| | Continue to implement assessment activities based on <i>Annual Program Assessment Plan</i> | Department and program faculty |
| March | Continue verbal updates on assessment activities thus far and next steps | Department assessment coordinators |
| | Continue to provide feedback on verbal updates on assessment activities and next steps | AAC |
| | Continue to implement assessment activities based on <i>Annual Program Assessment Plan</i> | Department and program faculty |
| April | Continue to implement assessment activities based on <i>Annual Program Assessment Plan</i> | Department and program faculty |
| May | Analyze assessment data | Department and program faculty |
| June | Submit <i>Annual Program Assessment Report</i> to AAC | Program Faculty/department assessment coordinators |