

Timeline for Assessment of Student Learning

Student learning assessment is an on-going process. A timeline provides markers regarding collection, review and use of assessment information to improve teaching and learning.

- 1. May:** Program Coordinators and Directors review assessment plans completed in their programs during the previous academic year. Program coordinators and directors are expected to disseminate this information to their faculty. Completed Institutional Effectiveness Reports for the current year and preliminary reports for the upcoming year are due by May 31. Supplemental budget requests may be submitted for consideration at this time.
- 2. June:** The Director of Institutional Effectiveness and Research reviews the Institutional Effectiveness Reports for each program. This review includes examining the assessment results and anticipated improvements from the previous year as recorded in the Institutional Effectiveness Report just completed, as well as potential revisions of the Institutional Report for the upcoming year to reflect suggested improvements. If needed, suggested revisions are disseminated to respective program coordinators or directors.
- 3. August:** Programs review their Student Learning Outcomes and finalize measures for the upcoming academic year. Programs determine the timeline for their assessment of SLOs for the upcoming academic year. Typically, this review process has begun at the conclusion of the spring semester or during summer months, as program coordinators and directors and faculty are available.
- 4. September:** The Director of Institutional Effectiveness and Research reviews the assessment process for each program in conjunction with the respective program coordinator or director.
- 5. October through end of academic year:** Academic and Workforce Programs use the identified measures to assess student learning throughout the academic year (ending in May for instructional programs, and not including summer terms), following the timeline established by the program. At the conclusion of each semester, instructors input assessment results and anticipated course-level improvements into SPOL.
- 6. January:** Programs review effectiveness of the assessment plan implemented during the Fall Semester, tabulating and analyzing findings based on measures used to assess student learning. Modifications are made as needed for subsequent Spring Semester. Action plans for improvement are developed based on analysis of findings.
- 7. March:** Program Coordinators and Directors, as Budget directors, submit their budget requests to their respective supervisors. If preliminary data suggests a

need for budget changes, it is recommended that budget directors submit a preliminary Institutional Effectiveness Report for the current year.

8. **May:** Completed Institutional Effectiveness Reports for the current year with finalized assessment results and anticipated changes for the upcoming year (i.e., Use of Results for Improvement), as well as preliminary reports for the upcoming year are due by May 31.

9. Cycle begins again

NOTES:

- Any information (measures and findings) from summer classes that lead to suggested improvements should be included in the next academic year.
- An annual report regarding the state of assessment at GC will be prepared by the Director of Institutional Effectiveness and Research.

Timeline for Assessment of Administrative and Support Services Units

- 1. June:** Directors of administrative and academic support units review assessment plans completed in their programs or units during the previous academic year. Their respective Vice President and the Director of Institutional Effectiveness and Research meet with directors to share results of their findings. Completed Institutional Effectiveness Reports for the current year and preliminary reports for the upcoming year are due by June 30.
- 2. July:** The Director of Institutional Effectiveness and Research reviews the assessment process for each department in conjunction with the departmental director. This review includes examining the assessment results and anticipated improvements from the previous year as recorded in the Institutional Effectiveness Report just completed, as well as potential revisions to the Institutional Effectiveness Report for the upcoming year to reflect suggested improvements. If needed, a revised "Preliminary" report is submitted and these are used to revise the Institutional Reports for both the current and upcoming academic years.
- 3. August:** Departments review their departmental outcomes and finalize measures for the upcoming academic year. Directors determine the timeline for their assessment of outcomes for the upcoming academic year. Typically, this review process has begun at the conclusion of the spring semester or during summer months.
- 4. No later than the end of September:** The Director of Institutional Effectiveness and Research reviews the assessment process for each department in conjunction with the departmental director to determine if the assessment plan is still appropriate and accurate.
- 5. October through end of academic year:** Administrative and academic support units assess their outcomes throughout the academic year (from September through August), recording assessment results as they occur.
- 6. January:** Departments review the continued effectiveness of their assessment plan implemented at the beginning of the academic year. Modifications to the assessment plan are made as needed for the remainder of the cycle. Action plans for improvement are developed based on analysis of assessment results.
- 7. March:** Departmental Directors, as Budget directors, submit their budget requests and preliminary Institutional Effectiveness Reports for the upcoming year, as well as their "completed" IE Report for the current year. With the approval of the Vice President to which the Director reports, as well as the Director of Institutional Effectiveness and Research, Departmental Directors may revise their IE Reports at the end of the spring semester or summer sessions to include final assessment

results and anticipated changes for the upcoming year (i.e., Use of Results for Improvement).

8. **May/June:** Completed Institutional Effectiveness Reports for the current year with finalized assessment results and anticipated changes for the upcoming year (i.e., Use of Results for Improvement), as well as any revisions to preliminary reports for the upcoming year are due no later than June 30. Supplemental budget requests may be submitted for consideration at this time.
9. **Cycle begins again**