



ACADEMIC PROGRAM REVIEW

PROGRAM OUTCOMES ASSESSMENT

FACULTY RESPONSIBILITIES

TASK(S)	COMPLETION PERIOD	CHAMPION(S)
<p>Step 1: Department Chairs provide Faculty¹ with approved Program Outcomes Map (POMs). POMs have been reviewed and approved by the Faculty Senate Academic Assessment Committee Chair who retains a copy of each POM.</p>	Convocation Week	Department Chair
<p>Step 2: Faculty training by Faculty Senate Academic Assessment Committee Chair for the purpose of linking Course Assessment Measures to Course-Level Student Learning Outcomes (SLOs) in Canvas.</p> <p>2nd Seven-Week Faculty training by Faculty Senate Assessment Committee Chair for the purpose of linking Course Assessment Measures to Course-Level Student Learning Outcomes (SLOs) in Canvas.</p>	August 15-September 15 October 1-November 15	Faculty Senate Academic Assessment Committee Chair
<p>Step 3: Faculty members develop, or are provided with, department-wide Course Assessment Measures by Department Chairs or Course Coordinators which will be used to gather evidence of student achievement in evaluating SLOs that have been mapped to the POs.</p>	Continuously during the fall academic semester	Faculty, Department Chairs, Program Coordinators by Program
<p>Step 4: Faculty members enter competency results for each SLO per course per semester into Canvas².</p> <p>1st Seven-Week Faculty members enter competency results for each SLO per course per semester into Canvas.</p>	September 15-September 30 September 15-September 30	Faculty Members Faculty Members
<p>Step 5: Faculty Senate Academic Assessment Committee Chair generates the outcomes report based on Canvas analytics. Outcomes report contains student names, ID numbers, assignment type, competency level, and CRNs.</p> <p>Outcomes Report is sent by the Faculty Senate Academic Assessment Chair to IR for student major identification.</p>	December 1 December 5	Faculty Senate Academic Assessment Committee Chair Faculty Senate Academic Assessment Committee Chair



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Step 10: Faculty Senate Academic Assessment Committee Chair uploads individual Program Outcomes Reports into the Faculty Senate Academic Assessment Committee folder in Canvas for that semester.	March 15-April 15	Faculty Senate Academic Assessment Committee Chair

¹ Unless otherwise specified, “Faculty” refers to instructors of full term (15 week) courses.

² Unless specified by external accrediting bodies, competency is established as follows:

- Fails to meet: 0-69%
- Meets: 70-89%
- Exceeds: 90-100%