

ACADEMIC PROGRAM REVIEW PROGRAM OUTCOMES ASSESSMENT FACULTY RESPONSIBILITIES

TASK(S)	COMPLETION PERIOD	CHAMPION(S)
Step 1: Department Chairs provide Faculty ¹ 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.	Convocation Week	Department Chair
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.	August 15-September 15	Faculty Senate Academic Assessment Committee Chair
2 nd 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.	October 1-November 15	
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.	Continuously during the fall academic semester	Faculty, Department Chairs, Program Coordinators by Program
Step 4: Faculty members enter competency results for each SLO per course per semester into Canvas ² .	September 15-September 30	Faculty Members
1 st Seven-Week Faculty members enter competency results for each SLO per course per semester into Canvas.	September 15-September 30	Faculty Members
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.	December 1	Faculty Senate Academic Assessment Committee Chair
Outcomes Report is sent by the Faculty Senate Academic Assessment Chair to IR for student major identification.	December 5	Faculty Senate Academic Assessment Committee Chair



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Step 6: IR returns Outcome Report with student major identification back to Faculty Senate Academic Assessment Committee Chair.	January 15	Planning and Assessment Director
Step 7: Faculty Senate Academic Assessment Committee Chair sorts the data by program and outcome and sends the data sets to each respective Academic Dean along with an EXCEL sheet to compute competency results.	January 21	Faculty Senate Academic Assessment Committee Chair
 Step 8: Academic Deans and appropriate staff compute competency results and generate Program Outcomes Reports which contain the following: POs mapped to SLOs Number of students assessed by course Number of students that achieved mastery level established by the program Percentage of students that achieved mastery level established by the program Academic Chairs disseminate reports to respective faculty to review results and develop a plan of action for improvement of student learning outcomes to ensure that the threshold of mastery (70%) is achieved. Faculty develop continuous improvement plans that ensure at least 70% of majors have achieved mastery competency. 	February Division Meeting February 1-March 1	Academic Deans, Department Chairs, Faculty
Step 9: Academic Deans email completed Program Outcome Reports, which consist of a narrative for improvement along with aforementioned data analytics to the Faculty Senate Academic Assessment Committee Chair. Concurrently, each Academic Dean stores a copy of their Program Outcomes Reports to their respective division drives.	March 1-March 15	Academic Deans



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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.

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

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