

## Annual Timeline for SLOs & Assessment For Faculty

- Each semester you should be assessing *at least one course outcome for each course you are teaching*. Refer to your assessment schedule as needed.
- **All** outcomes (course/context and program) should be assessed *at least once* in a six-year cycle.

August	<ul style="list-style-type: none"> <li>• Enter previous semester assessment data (if not already completed). <i>Data must be entered by August 31 to be included in the comprehensive program review reports.</i></li> <li>• Share assessment results/program improvements at department meetings/retreats.</li> <li>• Review assessment plan for coming year.</li> </ul> <p><i>Note: Institutional Effectiveness (IE) runs data reports for 6-year comprehensive program review next month and will post to the program review status matrix on myHancock.</i></p>
September	<ul style="list-style-type: none"> <li>• Begin six-year comprehensive program reviews (if scheduled).</li> </ul>
October	<ul style="list-style-type: none"> <li>➤ Have you chosen your assessment method for the outcomes you will assess this semester?</li> </ul>
November	<ul style="list-style-type: none"> <li>➤ Make sure you complete an assessment for each course you are teaching this term.</li> </ul>
December	<ul style="list-style-type: none"> <li>• Enter assessment data for current fall term before leaving for break.</li> </ul>
January	<ul style="list-style-type: none"> <li>• Enter previous semester assessment data (if not already completed).</li> <li>• Share assessment results/identify needed program improvements at department meetings/retreats and document through improvement plans.</li> </ul>
February	<ul style="list-style-type: none"> <li>• Deadline for ALL data from previous fall and spring to be entered (early February), along with Course Improvement Plans in preparation of program review deadline.</li> <li>• Review and revise six-year assessment plan.</li> </ul> <p><i>Note: IE Runs data reports for program review annual updates (e.g., ACCJC Annual Report) this month and posts to the program review status matrix on myHancock.</i></p>
March	<ul style="list-style-type: none"> <li>• Prepare program review annual updates.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Program reviews annual updates DUE (or six-year comprehensives, if applicable).</li> </ul>
May	<ul style="list-style-type: none"> <li>• Enter assessment data for current spring term before leaving for break.</li> </ul> <p><i>Note: Six-year comprehensives and annual updates sent to IE in electronic form for posting to myHancock inventory.</i></p>
June & July	<p><i>Note: IE posts and reviews program reviews and assists to update course outcomes in eLumen so departments can share updated SLOs with faculty for syllabi updates.</i></p>

- For eLumen HELP – contact Jennie at ext. 3880