

Annual Timeline for SLOs & Assessment For Student Services Faculty & Staff

- Each semester you should be assessing *at least one outcome*. 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"> • 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> • Share assessment results/program improvements at department meetings/retreats. • Review assessment plan for coming year (identify outcomes you will assess this academic year). <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"> • Begin six-year comprehensive program reviews (if scheduled).
October	<ul style="list-style-type: none"> ➤ Have you chosen your assessment method for the outcomes you will assess this semester?
November	<ul style="list-style-type: none"> ➤ Make sure you complete an assessment /gather data for each outcome.
December	<ul style="list-style-type: none"> • Enter assessment data for current fall term before leaving for break.
January	<ul style="list-style-type: none"> • Enter previous semester assessment data (if not already completed). • Share assessment results/identify needed program improvements at department meetings/retreats and document through improvement plans.
February	<ul style="list-style-type: none"> • Deadline for ALL data from previous fall and spring to be entered (early February), along with Context Improvement Plans in preparation of program review & annual update deadline. <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"> • Prepare assessment data documents for program review annual updates.
April	<ul style="list-style-type: none"> • Program reviews annual updates DUE (or six-year comprehensives, if applicable).
May	<ul style="list-style-type: none"> • Enter assessment data for current spring term before leaving for break. • Complete context improvement plans for academic year. <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 outcomes in eLumen.</i></p>

- For eLumen HELP – contact Jennie at ext. 3880