

## **Assessment and Assurance of Learning Process for CCC Timeline, 2014-15**

### **Spring 2014**

- Read and discuss 2014-15 CCC Assessment Packet and the assessment report from the SHC Working Group. Contact Chris Procello for consultation.
- Decide on a learning outcome that the Working Group would like to assess.
- Determine the departments and courses that teach this learning outcome.
- Contact those department chairs and program directors and meet with them so they are aware of and involved in the process. Ask that they inform their instructors.
  - If necessary, start to work toward ensuring that all instructors provide a prompt addressing the learning outcome.
- Decide on what evidence to collect.
- Decide on your evidence review process: Who will assess the student work, when will the assessment occur, and how the student work be assessed?
  - Decide on an analytical method(s) that is feasible for the group.

*A 1-page written plan for your Working Group's 2014-15 assessment project is due by May 30, 2014.*

### **Summer 2014**

- Finalize logistics, particularly for evidence collection (e.g., how papers will be collected and stored).
- Ensure that all instructors for Fall 2014-Spring 2015 have prompt for student work that will be collected, and that the prompt relates to the selected learning outcome.

### **Fall 2014-Spring 2015**

- Implement assessment plan; collect and analyze evidence.
- Begin drafting final report (see attached report questions); discuss with Working Group findings, resulting recommendations, etc.

*A 1-page progress report for your Working Group's 2014-15 assessment project is due by March 1, 2015.*

### **Summer 2015**

- In necessary, finalize report.

*A written final report for your Working Group's 2014-15 assessment project is due by September 1, 2015.*

### **Fall 2015**

- Present report to CCC.
- Begin use of report findings; enact recommendations.