ACADEMIC ASSESSMENT PROCESS TIMELINE FOR 2024-2025

The following timeline provides the faculty member or the lead with an idea about when certain projects must be submitted into Watermark's assessment software, <u>Planning & Self Study (P&SS)</u>. If the faculty have any questions about this process, they are free to contact the Office of Institutional Effectiveness.

STEP 1: Essential
Learning Outcome

Submit by October 1st, 2024

Submit pre-survey for each assigned program's ELO assessment into Planning & Self-Study.

Assessment

STEP 1: Program Learning Outcome Assessment

Revisit program learning outcomes in Planning & Self-Study to see if they are measurable. If not measurable, consider revising them.
Identify which assignments from which courses will be used to evaluate the chosen program learning outcomes.
Decide on a rubric or other means to assess.

STEP 2: Essential Learning Outcome Assessment

Submit by November 1st, 2024

Participate in ELO rubric training.

Fall 2024

If the program is working on the Written Communication ELO, contact a list of writing coders to identify support for these assessments.

STEP 2: Program Learning Outcome Assessment

It is recommended to choose an assessment project idea or "Measure" at this time. This step will require identifying a course, assignment, and rubric.

STEP 3: Essential Learning Outcome

Assessment

Spring 2025

December - May

Programs collect ELO assessment products. If Fall data is collected, it is recommended that the Scoring Form and Closing the Loop form are submitted into P&SS by January 30th.

STEP 3: Program Learning Outcome Assessment

The faculty collect data on identified assignments. If Fall data is collected, it is recommended to submit that data into P&SS by January 30th.

STEP 4: Essential Learning Outcome

Assessment

Summer 2025

Submit by May 15th, 2025

The Scoring Form and Closing the Loop form for Fall and Spring data are submitted into Planning & Self-Study by May 15th.

STEP 4: Program Learning Outcome Assessment

The leads submit
Spring results and ideas for program adjustments (in response to the data collected) into
Planning & Self-Study by May 15th. Any Fall data not submitted is also due on this date.

STEP 5: Essential Learning Outcome Assessment

Fall 2025

Shared by September 30th 2025

The Office of Institutional Effectiveness (OIE) and/or the Assessment Coordinators will notify programs of ELO assignments for the upcoming year.

STEP 5: Program Learning Outcome Assessment

The faculty and leads receive feedback on their academic assessment report from the Assessment Leadership Team.