3-Year Planning Cycle
Fall 2020 → Spring 2023

Coordinator plans assessments after census date for the semester or for the year.

Faculty enter assessment data into scorecards and answer reflection questions at the end of the semester.

Coordinator runs Faculty Participation Report in eLumen for the previous semester to ensure all planned assessments were completed.

Follow-up on missing assessments

Coordinator runs reports in eLumen for analysis of assessment data.

Discussion of assessment results within department

Report analysis of student learning in yearly Program Review.

SLO Coordinator Timeline

Every Semester:
- Prior to the start of every semester, inform faculty which CSLOs/SAOs are up for assessment according to the 3-year plan.
- After Census date, plan assessments in eLumen.
- Before finals week, remind faculty about inputting SLO assessments at the same time that grades are inputted.
- Run faculty participation report at the beginning of the subsequent semester. Contact faculty with a reminder if assessments were not completed the previous semester.

Yearly:
- Run reports in eLumen to serve as the basis for a discussion on student learning.
- Report and record findings on student learning in annual Program Review.

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Key to colors

Coordinator Duties

All Faculty Duties