Assessment and Program Review Expectations for the 2017-20 Program Review Cycle

I. Program Review Requirements

- Complete the comprehensive program review by Spring 2018 and annual program assessments in Spring 2019 and Spring 2020
- Monitor, and update as needed, linkages in eLumen between CLOs and PLOs and between CLOs and Core Competencies (ILOs). **Note that whenever new CLOs, PLOs or CCs are utilized, the linkages from the existing learning outcomes to the new ones must be created in eLumen.**
- Complete the 3 Year CLO Assessment Schedule in Fall 2017. Review it prior to each semester to ensure, working with the Assessment Coordinator, that all courses scheduled for assessment are actually assessed. **Note that this is particularly important for courses that are offered infrequently (less than once a year).**
- Full-Time and Part-Time Faculty will participate in course assessment and creation of Course Improvement Plans (CIPs)

II. Course Requirements

The following requirements apply to every course that is offered at least once each year.

- Assessment shall occur a minimum of two (2) times between Fall 2017 and Spring 2020
- For each of these assessments
  - At least three (3) CLOs shall be assessed
  - The assessment shall be district-wide
    - Per the 3 Year CLO Assessment Schedule, the assessment will be conducted in every section of the course offered that semester;
    - The same CLOs, assessment tools and rubrics will be employed in each and every section of the course. That is, for every CLO, every instructor will utilize the same CLO and the same rubric. If identical assessment tools are not employed, they must be similar enough to utilize the common rubric. Sections offered online may use a different assessment tool/rubric than that employed in the face-to-face sections but all online sections must use the same (common) rubric.
  - A Course Improvement Plan (CIP) will be completed for each assessment. It will be due no later than the 11th week of the following semester

Courses offered less often than once a year will be assessed each time they are offered.
III. Faculty Responsibilities

- Full-Time Faculty
  - Create CLOs, rubrics and assessments
  - Administer assessments in their course sections
  - Enter scores into eLumen
  - Participate in the Program Review process annually
  - Coordinate and communicate with other full-time and part-time faculty within their discipline using assessment results to improve student learning and align district-wide practices
  - Upload copies of completed student work (at least one example of each possible rubric score) in eLumen.

- Part-Time (Associate) Faculty
  - Administer assessments in their course sections
  - Enter scores into eLumen
  - For part-time faculty teaching courses not taught by full-time faculty, create the CIP
  - Upload copies of completed student work (at least one example of each possible rubric score) in eLumen.

**NOTE:** Programs that have not completed their assessment requirements will not be considered for growth. Instructors who fail to participate fully may not be eligible for overload, summer teaching,...

(8 March 2017)