

## ASSESSMENT CALENDAR

			Ju	ly 2020						
	Academic Calendar Events	Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
June 29-July 3, 2020	July 3, 2020 Independence Day-Campus Closed	Annual Academic Dpt Reports Due	June 30. 2020	VP, Instruction	Campus Wide	To revalidate current practices within the departments and having the ability to archive past information for reference	Department Report Templates	VP assigns department report along with 30 days prior to due date. Directors complete report, drafts due 1 week before final due date allowing for VP to make revisions. Final Reports after corrections finalized and archived. Draft and final copies due in digital format	Reference material for past practices within the department.	VP of Instruction and copy in department for reference
July 6-10, 2020	July 10, 2020-Deadline to Apply to Graduate-Summer Graduates (If you have not applied) AND Last Day to Withdrawal - full term courses									
July 13-17, 2020										
July 20-24, 2020										
July 27-31, 2020	July 29-July 31, 2020-Exam Week AND July 31, 2020-Semester Ends	CAB Workforce Surveys	July 31, 2020	CAB Adminstrators	Directors with CABs	To understand needs of the community and assess how LCC can meet those needs; sharing of information with mutual benefit to both	CAB Surveys	CAB Directors construct meaningful surveys. Surveys are given to Community CAB members and stakeholders. Surveys are distribued NLT the first week of July, Surveys are tallied, results analyzed. Summany of results reported to VP electronically for archive	To better understand the changing of CAB member needs and assess how LCC can meet thos needs. Opcortunity to continue mutual growth between LCC and the Community	VP of Instruction and copy in department for reference

			Augus	t 2020						
		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
August 3-7, 2020	Monday August 3, 2020-12: 00PM-Final Grades Due AND August 6, 2020-Grades available to students AND Summer Degree Date									
August 10-14, 2020	August 14, 2020-Student Oriientation									
August 17-21, 2020	August 17, 2020-FA2020 Semester Begins									

August 24-28, 2020	without a grade (Full	Student Services Customer Service Survey	August 28, 2020	Student Services Director	All Campus, emphasis on	To offer a vehicle for all stakehiders to opine better customer service given by the student services department.	Customer service survey from Student Services	repositiories for hard copy returns under lock and key alon with secure delivery to point of contact		Student Services and VP Office
August 24-20, 2020	Term Courses Only)	(Student Survey)	August 20, 2020	Director	Ottudento	исранитель.	Dervices	Tot electronic surveys.	improved where needed.	and vi Onice

			Septer	nber 2020						
		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
August 31-September 4, 2020	September 4, 2020-Census Day									
September 7-11, 2020	September 7, 2020-Labor Day Campus Closed AND September 11, 2020 Deadline to Change from Audit to Credit									
September 14-18, 2020										
September 21-25, 2020										
September 28-October 2, 2020										

		Octo	ber 2020						
	Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
October 5-9, 2020	Student Midterm Grades Due	October 9, 2020	Department Directors		Ensure all enrolled students are progressing satisfacturily through mid term of the semester.	Mid Term grade rosters from each faculty.	Registar's office, upon receipt of all grade rosters, will sort and provide all departments with copy of dpt's owned grde rosters. Department Advisors will contact students "At Risk" and assist for successful completion of the course. Upon completion of contact with students, advisors will complete report for director signiture and approval.	students who are at risk assisting with a successful completion of	Departments and overall summary to VP of at risk students
October 19-23, 2020									
October 26-30, 2020									

	November 2020												
Account Account Brown													
		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing			
November 2-6, 2020													

				i		1		I	1	
November 9-13, 2020										
	November 20, 2020-Last Day to Withdrawal - Full Term									
	courses AND November 16,									
	2020-Registration begins for									
November 16-20, 2020	SP21 semester									
	Nevember 26 December 4									
	November 26-December 4,									
November 23-27, 2020	2020-Thanksgiving Holiday Campus Closed									
11010111201 20 21, 2020	Sampas Sissed									
	November 26-December 4,									
	2020-Thanksgiving Holiday Campus Closed AND									
	December 4, 2020-									
November 30-December 4, 2020	Semester Ends									
			•		•			•	•	•
			Decer	mber 2020						
		T	1	1	1	1			1	
			1		1					
		Assessment		Assessment		Purpose of				
		Name	Month/Week Due	Manager	Stakeholders	Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
						1100000			components	
	December 7, 2020 12:00PM-									
	Final Grades Due with									
	Degree date AND December									
D	10, 2020-Grades Available to Students									
December 7-11, 2020	Students									
December 14-18, 2020										
	2									
	December 21-January 1,									
December 21-25, 2020	December 21-January 1, 2021-Campus Closed									
	December 21-January 1.									
December 28-January 1, 2020	December 21-January 1, 2020-Campus Closed									
		1	1	I.	1	I .	ı	1	I .	1
			Janua	ary 2021						
		A	1	. •	1	D		1	I	1
		Assessment		Assessment		Purpose of	_			
		Name	Month/Week Due	Manager	Stakeholders	Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
January 4-8, 2021										
						To ensure dequate training		At the end of the in service training, all faculty will		
January 11-15, 2021		In-Service Training	January 15, 2021	Faculty Senate	Campuswide	for faculty	Faculty Survey	complete a survey and those results analyzed	HLC compliance	VP Office
*			. ,			Assurance all directors				
						understand strategic				
	40.0001.001					planning from Dpt level to				
	January 18, 2021-MLK	Academia Desertares				the campus level and how		VD will appearage training data for all disc.	Data will be used to seed to seed to	
	Holiday-CAMPUS CLOSED AND January 19, 2021-	Academic Department Strategic Plan update				the strategic plan is incorporated into fiscal	Lecture meeting	VP will announce training date for all directors. Sign in documents mandatory. Copy of training	Data will be used to assist with	
January 18-22, 2021	Semester Begins	Training Plan update	January 22, 2021	VP of Instruction	All Directors	planning	conducted by VP	documents mandatory. Copy of training documents provided.	completion of annual Department reports	VP Office
June 10 LE, EVE 1	ocinicator Degina		ourlusty 22, 2021	or motraction	, a. Directors	pioriting	conducted by VI	assamonto provided.	Topolto	Ollido
	January 29, 2020-Last Day to									
	Add Full Term Courses Only								Ability to share report with	
	AND Last Day to Drop								departments (Academic and Non-	
	without a grade** AND					Academic Department			Academic) for cross reference.	
	Deadline to Change from					review to ensur alignment of		Training is provided the 3rd week of January.	On-track analysis by department	
	Audit to Credit (1st 8 week	Academic Department		VD (1	A. B.	stragetic plan and	0	Dpt strategic plan discussed with VP. Alignment	to ensure alignment of all college	VD Off
January 25-29, 2021	courses)	Strategic Plan update due	January 29, 2021	VP of Instruction	All Directors	department process	Stategic Plan Template	of paln to college strategic plan.	and dpt plan.	VP Office

	February 2021												
		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing			
February 1-5, 2021	February 5, 2021-Census AND Deadline to Change from Audit to Credit - Full Term Courses	Academic Department Strategic Plan/Budget Prep Work	February 5, 2021	VP of Instruction and Finance	Campus wide	To ensure fiscal responsibility within all departments while meeting the needs of the departments	Template with requirements for supporting documention provided by Fiscal Office	Fiscal Office will provide training during prep week for all requirements for the report. All directors to start analyzing budget requirements and draft budget report		Depaartment and Fiscal Office			
February 8-12, 2021 February 15-19, 2021													
February 22-26, 2021		Alumni Suveys (Programs, by department)	February 26, 2021	Directors	Campus wide	To better understand what the department could have done better concerning the needs of future students.	Alumni Survey	Adminstrative assistance to determine alumni. Determine method in which to receive incoming surveys (email, Mail, tect, etc). Once complete, administrative assistance compiles and charts results of alumni survey for review by department director. Director then shares results with VP of Instruction	Better department deliverables to future students.	Departments and summary in VP office			

					March 202	21					
			Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
Ma	arch 1-5, 2021	March5-9, 2021-Mid-Term Exam Week	Course Learinng Outcome Training	April 30, 2021	Faculty Senate	Faculty and students	Understanding of course learning objectives in terms of measureability, benchmaking and deliverability within the classroom. HED requirements for required objectives and importance of all objectives being taught and tested within the classroom.	Course learning objectives end of course papwerwork.	for this specific training. Upon completion of	Provide evidence that faculty are knowledable concerning madated course learning objectives in a particular course. Seves as training for new faculty and refresher to seasoned faculty.	VP Office
Ma		March 8, 2021 12:00PM-Mid- Term Grades Due to Registrar AND March 8-12, 2021-Spring Break- STUDENTS 8 FACULTY AND March 11-12, 2021- Campus Closed and March 10, 2021-Mid-Term Grades Available to Students	Strategic Planning Annual Update Due	March 12, 2021	Strategic Planning & Institutional Analysis Committee	Campus wide	Determine acheivement named goals, rewrite of achieved goals and discussions if goals were not met, reason for not meeting those goals and discussion how campus will meet those goals.	Existing Strategic Plan		Strategic Plan update used to ensure Strategic plan goals are being sought and obtained.	LCC Wensite for final plan and all supporting documentaton to be housed in VP Office
Ма	arch 15-19, 2021	March 19, 2021-Deadline to Change from Credit to Audit (Full Term Courses)	Student Midterm Grades Due	March 19, 2021	Department Directors	Faculty and Dpt Directors	Ensure all enrolled students are progressing satisfacturily through mid term of the semester.	Mid Term grade rosters from each faculty.		students who are at risk assisting with a successful completion of	Departments and overall summary to VP of at risk students
	arch 22-26, 2021	April 2-April 5, 2021-Easter Break Holiday-CAMPUS CLOSED	Department Budget review and finalization	March 26, 2021	Fiscal Office	Adminstrators	To ensure fiscally responsible decisions based on priority and department need are met,	Template priviously provided by fiscal Office	Draft budgets completed by department directors, review of budget template by administration. Department presentation to Board of Trustees. Fiscal Office finalization of budget. Dpt notification of alotted funds.	Fiscal responibility with oversite from all levels ensuring strategic goals (campus and Dpt) are met	Department and Fiscal Office

				April 2021						
		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
April 5-9, 2021		Classroom Teaching Evaluations Due (Course Observations) (FT/Adjunct)	April 9, 2021	Directors	Faculty	To assist faculty with classroom techniques and offer guidance if necessary	Course observation	sheets will then be finalized with a copy sent to	Data used for compliance with established standards i.e., QM, NM Business Consortium, etc.	Depatment personnel files
April 12-16, 2021	Registration Begins for	Classroom Teaching Evaluations (Course Observations) Due (Dual Credit Instructors	April 16, 2021	Directors	Dual Credit Faculty	To assist dual credit faculty with classroom techniques and offer guidance if necessary	Course observation	classroom Those sheets will then be finalized	Data used for compliance with established standards i.e., QM, NM Business Consortium, etc.	Depatment personnel files

April 19-23, 2021	April 23, 2021-Last Day to Withdrawal (Full term courses & 2nd 8 Week Courses)	Faculty (FT/Adjunct) Evaluations of Directors Due	April 23, 2021	VP of Instruction	Directors	To ensure proper support by directors to faculty; opportunity for directors to improve assistance to faculty	Director evaluation forms	Faculty will be provided director evaluation forms for evaluation of dpt director. The evaluation form will be emailed to the VP of instruction for review and computation of results. VP will meet with the appropriate director for results.	Evaluation of director is a method in which directors can improve mentorship and guidance of faculty.	VP Office
		Tutoring Services Survey	April 23, 2021	Ace Lab	Students	To understand student needs for meanful tutoring services to all students	Stutoring Survey	Ace Lab coordinator prepares survey questions, adminsters surveys via email, mail, text, etc). Surveys are collected, Data Analyzed and modifications, if any, are made to tutoring lab procedures.	Used to improve methods of deliving tutoring services to all students.	Tutoring Lab and VP office
April 26-30, 2021		Student Evaluations of Instructors (End of Course paperwork) Due (All Sections)	November 19, 2021	Directors	Faculty	Fact finding of stduent perspectives of teaching methods for different student learning abilities/styles within the classroom	Student evaluation forms	Adminstrative assistants will coordinate with Blackboard adminstrator to compile student evaluations. Dpt report compile for review by director. Findings sent to faculty.	To have faculty more aware of student perspective in learning abilities/styles/methods etc.	Department faculty files and VP office
		Course Learning				Understanding of course learning objectives in terms of measureability, benchmaking and deliverability within the classroom. HED requirements for required objectives and importance of all objectives being taught	Course learning	Faculty Senate shall designate knoweledgable faculty within themselves to prepare presentation for this specific training. Upon completion of training of faculty and other stakeholders (Directors), supporting documentation	Provide evidence that faculty are knowledable concerning madated course learning objectives in a particular course. Seves as	
		Outcomes Training (End of Semester Reporting)	April 30, 2021	Faculty Senate	Faculty and students	and tested within the classroom.	objectives end of course papwerwork.	(presentation, sign in sheets are provided to VP of instruction for review and filing.	training for new faculty and refresher to seasoned faculty.	VP Office

			Ma	ay 2021						
		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
May 3-7, 2021		Shared Governance Annual Assessment/Update		-						
		Retention & Completion Annual Assessment/update Plan Due								
20 M	lay 10 - Friday May 14, 021-Final Exam Week AND lay 14, 2021-Semester inds	Spring Term Final Exams	May 14, 2021	Department Directors	Faculty and Dpt Directors	Ensure all enrolled students satisfacturily completed the semester.	Final grade rosters from each faculty.	Registar's office, upon receipt of all grade rosters, will sort and provide all departments with copy of dpt's owned grde rosters. Department Advisors will contact students "At Risk" and assist for successful completion of the course. Upon completion of contact with students, advisors will complete report for director signiture and approval.	Identification of students who did not successfully completie of the course. That listing to be used for next enrollment of that student into the same course to provide more assistance to achieve a successful completion.	Departments and overall summary to VP of at risk students
Saturday, May 15, 2021	Commencement Exercises									
Fi R: A	fay 17, 2021 at 12 noon- inal Grades Due to tegistrar AND Degree Date NDD May 20, 2021-Grades vailable to Students	In-Service	May 21, 2021	Faculty Senate	Campuswide	To ensure dequate training for faculty	Faulty Survey	At the end of the in service training, all faculty will complete a survey and those results analyzed	HLC compliance	VP Office
		Course Learning Outcomes Due	May 21, 2021	Faculty Senate	Faculty and students	Understanding of course learning objectives in terms of measureability, benchmaking and deliverability within the classroom. HED requirements for required objectives and importance of all objectives being taught and tested within the classroom.	Course learning objectives end of course papwerwork.	Faculty Senate shall designate knoweledgable faculty within themselves to prepare presentation for this specific training. Upon completion of training of faculty and other stakeholders (Directors), supporting documentation (presentation, sign in sheets are provided to VP of instruction for review and filing.	Provide evidence that faculty are knowledable concerning madated course learning objectives in a particular course. Seves as training for new faculty and refresher to seasoned faculty.	VP Office
		Continious Quality Improvement Forms Due	May 21, 2021	VP of Instruction	Campus wide	To ensure all assessments throughout the campus are evaluated	Continious Inprovement Form	All assessment managers will provide a continoious Qulaity Inprovment form for those assessments they manage. Among all assessment managers, a final report shall be delivered to the President of the College showing assessments being completed and those assessments that require inprovement. Follow up documentation will be delivered to President every 30 days until those assessments which required modification are completed.	To ensure that all assessments are being completed, anayzed and followed up on to complete the cycle of containious improvement.	
May 24-28, 2021										
	May 31, 2021-Memorial Day Holiday-CAMPUS CLOSED									

	June 2021											
		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing		
June 7-11, 2021	June 7, 2021-SU2021 Semester Begins and June 11, 2021-Last Day to Add AND	Data Set/Templates Provided to Academic Directors for Annual Department Reports	July 11, 2021	IR Department	Directors	Preparation of directors to prepare the annual department report	Dpt Annual review template and excel sheet date from IR for data sets	IR will prepare department data sets and email those sets to each director. The director will review dataset and prepare to use data withon the department report. Report template will be emailed from VP of instruction office for use by the directors.	For inclusion into the department annual report	VP office		
June 14-18, 2021	June 18, 2021-Deadline to Change from Audit to Credit AND June 18, 2021-Deadline to Change from Credit to Audit											
June 21-25, 2021	June 25, 2021-Census											
June 28-July 2, 2021												

	July 2021												
		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing			
July 4, 2021	July 4, 2021-Independence Day Holiday-CAMPUS CLOSED												
July 5-9, 2021	July 9, 2021-Deadline to Apply to Graduate-Summer Graduates (If you have not applied) AND July 9, 2021- Last Day to Withdrawal - full term courses	Annual Academic Dpt Reports Due	July 5, 2021	VP, Instruction	Campus Wide	To revalidate current practices within the departments and having the ability to archive past information for reference	Department Report Templates	VP assigns department report along with 30 days prior to due date. Directors complete report, drafts due 1 week before final due date allowing for VP to make revisions. Final Reports after corrections finalaized and archived. Draft and final copies due in digital format	Reference material for past practices within the department.	VP of Instruction and copy in department for reference			
July 12-16, 2021													
July 19-23, 2021													
July 26-30, 2021	July 28 - Friday, July 30, 2021-Final Exam Week <b>AND</b> July 30, 2021	CAB Workforce Surveys	July 31, 2021	CAB Adminstrators	Directors with CABs	To understand needs of the community and assess how LCC can meet those needs; sharing of information with mulual benefit to both	CAB Surveys	Surveys are given to Community CAB members and stakeholders. Surevey are distribued NLT the first week of July. Surveys are tallied, results analyzed. Summary of results reported to VP	To better understand the changing of CAN member needs and assess how LCC can meet thos needs. Opcortunity to continue mutual growth between LCC and the Community.	VP of Instruction and copy in department for reference			

	August 2021												
		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing			
August 2-6, 2021	August 2, 2021 at 12 noon- Final Grades Due AND August 5, 2021-Grades Available to Students <b>AND</b> August 2, 2021-Summer Degree Date												
August 9-13, 2021													
August 16-20, 2021	August 20, 2021-New Student Orientation												
August 23-26, 2021	August 23, 2021-FA2021 Semester Begins	Student Services Customer Service Survey (Student Survey)		Student Services Director	All Campus, emphasis on Students	To offer a vehicle for all stakehiders to opine better customer service given by the student services department.	Customer service survey from Student Services	repositiories for hard copy returns under lock and key alon with secure delivery to point of contact	Data will be anaoyzed and	Student Services and VP Office			

		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing
	August 30, 2021-Last Day to Add (Full Term Courses Only) AND September 3, 2021-Last Day to Drop without a grade (Full Term Courses Only)								3(	3
	September 6, 2021-Labor Day - CAMPUS CLOSED AND September 10, 2021- Census AND September 10, 2021-Deadline to Change from Audit to Credit									
September 13-17, 2021										
September 20-24, 2021										
September 27-October 1, 2021										

	OCTOBER 2021												
		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing			
October 4-8, 2021	October 4 - Saturday, October 9, 2021-Mid-Term Exam Week												
October 11-15, 2021	October 11, 2021 by 12 noon-Mid-Term Grades Due	Student Midterm Grades	October 15, 2021	Department Directors	Faculty and Dpt Directors	Ensure all enrolled students are progressing satisfacturily through mid term of the semester.	Mid Term grade rosters from each faculty.	Registar's office, upon receipt of all grade rosters, will sort and provide all departments with copy of dpf's owned gride rosters. Department Advisors will contact students "At Risk" and assist for successful completion of the course. Upon completion of contact with students, advisors will complete report for director signiture and approval.	Identification and assistance of students who are at risk assisting with a successful completion of the course.	Departments and overall summary to VP of at risk students			
October 18-22, 2021	October 15, 2021-Deadline to Change from Credit to Audit AND October 18, 2021-2nd 8 Week Courses Begin												
October 25-29, 2021		Campus Climate Survey	October 29, 2021	Faculty Senate	Campus wide	Gauge employee stidfaction with campus wide procedures and to solicite feedback for constant improvement	Campus Climate Survey Form	Faculty Senate will, within sufficient time, prepare to launch survey accounting for metodologies for the survey, set a termination date for survey results, analyze results and post results in predetermined locations for maximum transparacy to all stakeholders.	Continuious improvement resulting from feedback with follow up of those items requiring modification for modification.	VP Office			

	November 2021												
		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing			
November 1-5, 2021		Classroom Teaching Evaluations Due (Course Observations) (FT/Adjunct)	November 5, 2021	Directors	Faculty	To assist faculty with classroom techniques and offer guidance if necessary	Course observation sheets	All faculty (online/face to face) will be assessed using the course observation worksheet. Those sheets will then be finalized with a copy sent to the faculty evaluated.	Data used for compliance with established standards i.e., QM, NM Business Consortium, etc.	Depatment personnel files			
November 8-12, 2021		Classroom Teaching Evaluations Due (Dual Credit Instructors)	November 12, 2021	Directors	Dual Credit Faculty	To assist dual credit faculty with classroom techniques and offer guidance if necessary	Course observation sheets	All dual credit faculty will be assessed using the course observation worksheet in their classroom Those sheets will then be finalized with a copy sent to the faculty evaluated.	Data used for compliance with established standards i.e., QM, NM Business Consortium, etc.	Depatment personnel files			
November 15-19, 2021	November 19, 2021-Last Day to Withdrawal - Full Term courses	Student Evaluations of Instructors (End of Course paperwork) Due (All Sections)	November 19, 2021	Directors	Faculty	Fact finding of stduent perspectives of teaching methods for different student learning abilities/styles within the classroom	Student evaluation forms	Adminstrative assistants will coordinate with Blackboard adminstrator to compile student evaluations. Dpt report compile for review by director. Findings sent to faculty.	To have faculty more aware of student perspective in learning abilities/styles/methods etc.	Department faculty files and VP office			
		Tutoring Services Survey	November 19, 2021	Ace Lab	Students	To understand student needs for meanful tutoring services to all students	Stutoring Survey	Ace Lab coordinator prepares survey questions, adminsters surveys via email, mail, text, etc). Surveys are collected, Data Analyzed and modifications, if any, are made to tutoring lab procedures.	Used to improve methods of deliving tutoring services to all students.	Tutoring Lab and VP office			
November 22-26, 2021	November 25 - Friday, November 26, 2021-Fall Break (Thanksgiving Holiday) - CAMPUS CLOSED												

Navambar 20 Dasambar 2 2004	Course Learning Outcomes Training (Enc		anithi Canata			Course learning objectives end of	training of faculty and other stakeholders (Directors), supporting documentation (presentation, sign in sheets are provided to VP	knowledable concerning madated course learning objectives in a particular course. Seves as training for new faculty and	VP Office
November 29-December 3, 2021	Semester Reporting)	December 3, 2021 Fac	aculty Senate Fa	aculty and students	classroom.	course papwerwork.	of instruction for review and filing.	refresher to seasoned faculty.	VP Office

	December 2021												
		Assessment Name	Month/Week Due	Assessment Manager	Stakeholders	Purpose of Assessment	Instrument	Procedure	Reporting (Use of Data)	Data Housing			
December 6-10, 2021	December 6 - Friday, December 10, 2021-Final Exam Week <b>AND</b> December 10, 2021-Semester Ends	Fall term Final Exams	December 10, 2021	Department Directors	Faculty and Dpt Directors	Ensure all enrolled students satisfacturily completed the semester.	Final grade rosters from each faculty.	Registar's office, upon receipt of all grade rosters, will sort and provide all departments with copy of dpt's owned grde rosters. Department Advisors will contact students "At Risk" and assist for successful completion of the course. Upon completion of contact with students, advisors will complete report for director signiture and approval.	assistance to achieve a successful	overall summary to			
Deember 13-17, 2021	December 13, 2021 by 12 noon-Final Grades Due AND December 13, 2021-Fall Degree Date AND December 16, 2021-Grades Available to Students	In Service	December 17, 2021	Faculty Senate	Campuswide	To ensure dequate training for faculty	Faulty Survey	At the end of the in service training, all faculty will complete a survey and those results analyzed	HLC compliance	VP Office			
		Course Learning Outcomes Training (End of Semester Reporting) Continious Quality	December 3, 2021	Faculty Senate		Understanding of course learning objectives in terms of measureability, benchmaking and deliverability within the classroom. HED requirements for required objectives and importance of all objectives being taught and tested within the classroom.	Course learning objectives end of course papwerwork.	Faculty Senate shall designate knoweledgable faculty within themselves to prepare presentation for this specific training. Upon completion of training of faculty and other stakeholders (Directors), supporting documentation (presentation, sign in sheets are provided to VP of instruction for review and filing.	Provide evidence that faculty are knowledable concerning madated course learning objectives in a particular course. Seves as training for new faculty and refresher to seasoned faculty.	VP Office			
		Improvement Forms Due											
December 20-24, 2021	December 22 - Friday, January 4, 2022-Winter Break-CAMPUS CLOSED												
December 27-31, 2021	December 22 - Friday, January 4, 2022-Winter Break-CAMPUS CLOSED												