

Ultimate Timeline and Assessment Step Overview – DWC

Date	What	Who	Notes
August First Meeting	Assessment Committee Meeting; finalize evaluators	Assessment Committee Members	
August	Evaluator Training	Director for Inst. Effectiveness	
August	Collect all Spring Signature Assignment descriptions and rubrics	Director for Inst. Effectiveness	
September Department Meetings	Faculty review all signature assignments and rubrics; review and revise accordingly	Faculty; Chairs	September Department Meetings
September 1-25	Spring Project Faculty Evaluator Periods (3 weeks)	Faculty Evaluators	
Mid-September	Evaluations of spring signature assignments complete	Faculty Evaluator Groups	
October 1 Start Fall Project OAP	Start Fall Project OAP	Director for Institutional Effectiveness	
September 25 to early October	Consultation and Evaluation Period/seeking recommendations based on spring data: Department Chairs; Faculty; Academic Assessment Committee	Chairs Academic Departments VPAA	
October	Department Meetings: faculty discuss spring data and make recommendations	Chairs Academic Departments	
Mid October	Publish Spring Data (Spring Project) LOG DWC Assessment Group Populi Faculty Senate	VPAA Director for Inst. Effectiveness	
December	Gather all signature assignment data Fall project	Director for Institutional Effectiveness	
Happy New Year ☺	Happy New Year ☺	Happy New Year ☺	Happy New Year ☺

January	Set up Faculty Evaluator Training for fall project evaluation	Director for Institutional Effectiveness	2022 need training: Ron Condon, Raymond Akumbilim, Anna Trang Mai, Akizou Kamina
January	Collect all Spring Signature Assignment descriptions and rubrics	Director for Institutional Effectiveness	
February Department Meetings	Faculty review all signature assignments and rubrics; revise accordingly	Faculty; Chairs	February Department Meetings
February 1-25	Fall Project Faculty Evaluator Periods (3 weeks)	Director for Institutional Effectiveness	
Mid-February	Evaluations of Fall signature assignments complete	Faculty Evaluator Groups	
March 1 Start OAP Spring Project	Start OAP Spring Project	Director for Institutional Effectiveness	
February to early March	Consultation and Evaluation Period/seeking recommendations based on fall data: Department Chairs; Faculty; Academic Assessment Committee	Chairs Academic Departments VPAA	
March	Department Meetings: faculty discuss fall data and make recommendations	Chairs Academic Departments	
Mid-March	Publish Fall Data (Fall Project) LOG DWC Assessment Group Populi Faculty Senate	Director for Institutional Effectiveness	
May	Annual Assessment Reports DUE	Chairs Director for Institutional Effectiveness	
May	Gather all signature assignment data Spring Project	Director for Institutional Effectiveness	

May 1	Set up Fall Project	Director for Institutional Effectiveness	
NEW Academic Year Repeat cycle	NEW AY Repeat cycle	NEW AY Repeat cycle	NEW AY Repeat cycle