Divine Word College Assessment Communication Plan

Updated: 02-14-2024

Audience	Timing	Key Issues/Descriptions	Channel	Frequency	Result	Responsibility of
DWC Community; particularly faculty evaluators	Beginning of Academic Year	Overall Assessment Plan; Semesterly faculty evaluator schedules (signature assign.)	Face-to-face; LMS Populi Group: "Assessment at DWC"	Every semester; August and January	Awareness of faculty evaluator assignments Institution wide discussion groups via College's LMS "Populi"	Institutional Assessment Committee Members
Institutional Assessment Committee	Meetings start at the beginning of each Academic Year	Institutional Assessment	Face-To-Face LMS Populi Group: Institutional Assessment Committee	Monthly	Discuss all assessment-related matters; share all decisions with the Faculty Senate, VPAA, etc.	Director for Institutional Effectiveness; Members of Institutional Assessment Committee
DWC faculty	September; February	Signature assignments, rubrics, descriptions	Face-to-face LMS Populi Group: "Assessment at DWC"	Every semester	Communication between faculty who created signature assignment and those who evaluate it/them during a given project/cycle: avoid miscommunication/confusion/etc. Discussion opportunities via College's LMS "Populi"	Faculty; Chairs
DWC faculty	Every 2-3 rounds of assessment of given PLO or CC	Consultation and Evaluation period	Institutional Assessment Committee appoints CC/PLO relevant faculty Ad-Hoc committee to	Every 2-3 rounds of assessment	Institutional Assessment Committee – assigns Ad-Hoc Committee consisting of 2-3 PLO/CC relevant faculty – meet to assess data – make data observations – submit observations to Institutional Assessment Committee – Institutional Assessment Committee	Institutional Assessment Committee Members; Ad-Hoc Committee Members Faculty

			create data-driven observations		approves/rejects and submits recommendations to department(s).	
DWC Community	October; March	Publish data reports	LOG; LMS Group Assessment at DWC"; Email	Following completion of every assessment project	Publish all final data reports and ==summaries== to Populi; LOG	Director for Institutional Effectiveness
==DWC Community==	==May==	==Annual Assessment Reports==	==Chairs email Director for Institutional Effectiveness==	==Every year==	==Collect all "Annual Assessment Reports" for documentation purposes==	==Chairs; Director for Institutional Effectiveness==