

## Divine Word College Assessment Communication Plan

Updated: 03/03/2025

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"	IAC
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; IAC
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	IAC; 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 to Populi; LOG	Director for Institutional Effectiveness
DWC Community	May	Annual Assessment Reports	Website	Every year	Collect all “Annual Assessment Reports” for documentation purposes	IAC; ARC Coordinator Director for Institutional Effectiveness