

Overview of DWC Assessment Procedures

Responsibilities by month

When	What	Who
August/January	Ask Department Chairs to incorporate review of signature assignments, rubrics, and so forth (see “Rubric and Signature Assignment Review Process)	Director for Institutional Effectiveness Chairs Department Faculty
	Set up faculty evaluator training when needed; send out email to all evaluators, especially new ones	Director for Institutional Effectiveness
	Start Assessment Project	Director for Institutional Effectiveness
	Open evaluation rounds for assessment projects (4 rounds; will extend into next month)	Director for Institutional Effectiveness
	IAC Meeting -Review minutes and create agenda -Submit agenda to all members -Upload all relevant material to IAC Populi group	Director for Institutional Effectiveness
September/February	Continue current Assessment Project	Director for Institutional Effectiveness
	Publish PLO Data Reports	Director for Institutional Effectiveness
	IAC Meeting -Review minutes and create agenda -Submit agenda to all members -Upload all relevant material to IAC Populi group	Director for Institutional Effectiveness
October/March	Send “Demographic Assessment Data” Excel to OAP	Director for Institutional Effectiveness
	Departments submit feedback to IAC; IAC reviews and	Director for Institutional Effectiveness

	submits feedback back to Departments	Chairs IAC Members
	IAC Meeting -Review minutes and create agenda -Submit agenda to all members -Upload all relevant material to IAC Populi group	Director for Institutional Effectiveness
November/April	Collect all signature assignments for upcoming assessment project from faculty (see Project Work below)	Director for Institutional Effectiveness
	IAC Meeting -Review minutes and create agenda -Submit agenda to all members -Upload all relevant material to IAC Populi group	Director for Institutional Effectiveness
December/May	Departments submit all final revisions to Director for Institutional Effectiveness; Director for Institutional Effectiveness updates OAP	Chairs Director for Institutional Effectiveness
	IAC Meeting -No meetings December and May	
April/May	Publish DWC Annual Assessment Report and send to relevant constituents	Director for Institutional Effectiveness
	Create all IAC meetings in Almanac draft (sent by Chris) -Ensure meetings don't overlap with IELI and Religious Formation	Director for Institutional Effectiveness