

SPRING 2017 ASSESSMENT TASK CHECKLIST

Department:

| PRIORITY | TASK | DEADLINE |
|----------------------------|---|-------------|
| <input type="checkbox"/> 1 | Finalize and submit Course-Level Assessment Plan (if not yet completed) | 2/24 |
| <input type="checkbox"/> 2 | Establish list of core PSLOs for each prefix and enter into eLumen | 3/17 |
| <input type="checkbox"/> 3 | Determine alignment of PSLOs with ISLOs and record mapping in eLumen | 3/31 |
| <input type="checkbox"/> 4 | Draft ideas for program-level rubrics for each core PSLO | 5/15 |
| <input type="checkbox"/> 5 | Finalize rubrics and build into eLumen | Summer 2017 |
| <input type="checkbox"/> 6 | Decide who is assessing what and in which courses <i>for Spring 2017</i> and enter plan into eLumen by distributing/linking rubrics to course sections. <ul style="list-style-type: none">• <i>If tasks 1-5 are completed <u>by mid-April</u>: you only need to assess at the program level using your own rubrics!</i>• <i>If tasks 1-5 are not completed <u>by mid-April</u>: you will need to assess at the institution level, again using the established ISLO rubrics</i> | 4/24 |

Resources offering examples and guidance on each tasks are available on the U: drive at <U:\Assessment of Student Learning\Assessment of Student Learning 2016-17\2017 Tasks - Checklist and Guides>