

Reporting GenEd and Program Assessments of Outcomes

1. Reporting assessments of both GenEd and Program outcomes begins this spring, 2005.
2. Each semester, report assessment results to the proper Coordinator. The Coordinator compiles results and reports them to the Division Chair.
3. Always report results as an e-mail attachment, using the form sent to you by the Coordinator. The Chair will supply the forms to the Coordinators.
4. Report your results as soon as possible, and always before the end of the semester.
5. I would like the Coordinators to remain the same for the first two or three semesters so that we can work out the kinks more efficiently.
6. After the first couple of semesters, the Coordinators for most disciplines can be the same from one semester to the next or can be rotated; that can be worked out within your discipline. The coordinator responsibilities for outcomes related to college-level English will be rotated so that every faculty member gets a turn.
7. Coordinators must also communicate with and receive reports from adjuncts, if adjuncts are used in your discipline. Betty and/or I will help you communicate with adjuncts.
8. At this time, assessment should take place in all sections in a given course.