

Pre-semester Checklist:

In preparation for the start of the semester, Liaisons should:

1. Have an up to date calendar for courses and programs to be assessed for this semester
2. If needed, lead a department discussion regarding the assessment schedule and planning within department
3. Ensure they access in Curricunet Meta to all necessary disciplines
4. Know how to see the status of proposals in Meta
5. Know which courses from Spring 2019 need proposals launched in Meta by 9/13/19
6. Know who the faculty are in their area and how to contact them

Checklist for Confirmation of Courses

For Fall 2019, *by September 6*, Liaisons will do the following:

1. Review the courses scheduled for assessment in Fall within their area
2. Compare the listed courses with active courses
3. Note any scheduled courses that will not take place during the semester; these will need to be rescheduled (see below)
4. Confirm instructors of the active courses that will be assessed
5. Contact instructors of active courses to be assessed to ensure that they intend to assess their courses.
6. Share list of courses to be assessed during semester with discipline faculty to determine which may be working together and/or to plan for review of data and discussion at after the data is collected.
7. Ensure assessing faculty complete an assessment plan and review it with them
8. Provide a list of assessing faculty who do not have access to Meta to the Specialist (if the Liaison will enter the data, this step isn't necessary)
9. Note activities on workflow document

By *September 30*, Liaisons will do the following:

1. For all scheduled courses that will not take place this semester, update the department's master schedule to show when the course will be assessed within Round 4.
2. If necessary, confirm with the department chairperson to determine when the course will be offered again. Rescheduling of course assessments should take into account the role the course will play in the program assessment.

Checklist for Providing Support to Faculty and Others to Prepare for Assessment Activities

For Fall 2019, throughout September and October, Liaisons will provide support to assessing faculty and staff. This may include some or all of the following:

Course Assessment:

1. Assist classroom faculty with identifying the assignments or other student work that will determine if students are meeting the SLOs
2. Assist classroom faculty to create a rubric or other means to evaluate the student work
3. Assist classroom faculty to determine a timeline to complete assessment activities by the deadline for the semester
4. If instructors of multiple sections or multiple courses will be conducting their assessments as a group, determine what role the Liaison will play, if any, in coordination among all faculty
5. If all SLOs can't be assessed within this term, ensure that the course is added to the department's master assessment schedule in the future for any remaining SLOs

Service Area Assessment:

1. Some service areas may need assistance creating service area outcomes (SAOs) or student learning outcomes (SLOs) for their area.
2. Assist service area lead with identifying the method of assessment
3. Assist service area lead to determine a timeline to complete assessment activities by the deadline for the semester
4. If all SAOs/SLOs can't be assessed within this term, ensure that the course is added to the department's master assessment schedule in the future for any remaining SAOs/SLOs

All Assessments:

1. Confirm that faculty or assessment lead knows how to access Meta to enter the required information by the deadline. If training is needed, contact the Assessment Coordinator to plan the training.
2. If the faculty member or assessment lead needs assistance that you are not able to provide, contact the Assessment Coordinator with the details.
3. Note activities on workflow document

Checklist for Supporting Fall Assessments After the Semester is Over

For Fall 2019, from February to mid-March, Liaisons will provide support to assessing faculty and staff. This may include some or all of the following:

1. Contact instructors of active courses or designated service areas scheduled to be assessed and confirm that they did collect data for assessment during the fall semester.
2. Assist instructors or area leads to review and analyze the data they collected
3. If instructors of multiple sections or multiple courses are conducting their assessments as a group, Liaisons may do some coordination among all faculty
4. Assist faculty or area leads to organize department or discipline discussions regarding their assessment data prior to the creation of an action plan. Liaison may assist with facilitating the discussion
5. Assist faculty or area leads with completion of the action plan
6. Respond to faculty or area leads' questions about entering information into Meta
7. If the course or service area will not be able to complete and launch a proposal in Meta by the deadline, contact the Assessment Coordinator
8. Note activities on workflow document

Checklist for Liaison Report to Assessment Committee on Fall Assessments

By the April meeting of the Assessment Committee, Liaisons will:

1. Provide a summary of assessment activity in their department (or by discipline area) to date
2. Review the improvements instructors, departments, or disciplines plan as a result of assessment data
3. Report what professional development needs were determined as a result of the assessment
4. Report the status of action plan implementation and timelines
5. Note activities on workflow document