The Assessment Cycle (applied at each level of assessment):

1) Assessment – Identify the learning outcome to be assessed, describe the measure that is going to be used, set an acceptable target for performance, create an implementation plan with a timeline, indicate the responsible faculty and/or staff.
2) Findings – provide a summary of the assessment results (findings), share a reflection on the measure used and the results, indicate if performance target was met.
3) Action Plan – *If the performance target was not met* describe the changes to be made, create an implementation plan with a timeline, indicate the responsible faculty/or staff, describe measure to be used to evaluate effectiveness of the change.
4) Status Report – Update status of action plan until completed status is achieved, provide updates on progress and a final summary of the assessment results.

| Assessment Level | Responsible | Requirements | Timeline | Review |
|---|---|---|---|---|
| Class Level – Closing the Loop (CtL) | All faculty | At least one documented assessment cycle per year in a class of their chosing. | Assessment entered by mid-October; Findings and Action plan entered by end of academic year. | Reviewed at each stage of entry by the CtL Faculty Liaison. |
| Course level | Gateway course faculty | Complete shared, signature assessment in each section of gateway course. | Assessment entered by mid-October; Findings entered at end of academic year; Action Plan created at start of next academic year. | Reviewed at each stage of entry by the Gateway Course Faculty Liaison. |
| Program/Discipline Level | All faculty | Document program/discipline summative review of assessments. | Assessments entered by mid-October; Findings entered at end of academic year; Action Plan created at start of next academic year. | *Reviewed at each stage by the Faculty Leader of ASL. |
| College-wide Level (Institutional) | Faculty and staff, ASL Liaison, ASL Committee | Collectively assess two of four college CLOs as indicated by planned cycle of review. Each CLO assessment cycle is two years in length in terms of data collection. | Semester 1 review CLO language and create shared assessment. Measure semesters 2-4. Analyze results and propose action plan the following academic year. | Assigned ASL Liaison, ASL Faculty and Staff Leadership |
| Co-Curricular Level | Student Support and Services Staff | At least one documented assessment cycle per year in functional area. | Assessment entered by mid-October; Findings and Action plan entered by end of June. | *Reviewed at each stage by the ASL Staff Leader and by the VPSA at conclusion. |

*Review will be introduced in Taskstream in FY21. Faculty piloted the process in Taskstream during FY20.