Assessment Participation

March 2014

Deadlines

1. Assessment deadlines will be:
    a. Disseminated to lead faculty by the division chairs and the assessment coordinator in multiple ways including:
        i. Email,
        ii. Division meetings,
        iii. Mail, and
        iv. Individual meetings as necessary.
    b. Included in the master registration calendar,
    c. Listed on the hub, and
    d. Placed in all internal calendars.
2. Assessment deadlines will be set to consistently recur:
    a. Fall deadline (Spring and Summer assessment data) – the second Wednesday in September, and
    b. Spring deadline (Fall assessment data) – the second Wednesday in February.

Requirements – Division Chairs

In order to meet assessment participation requirements, division chairs will:

1. Assign full-time faculty (including themselves) as lead faculty to each and every course within a division and each and every program within a division.
    a. Assignments to existing courses will be completed immediately upon acceptance of this assessment participation memorandum of understanding.
    b. Assignment of lead faculty to new courses will be made prior to the first reading of the new course by the Curriculum Committee.
    c. Assignment of lead faculty for new programs will be completed prior to the first reading of the new program by the curriculum committee.
2. Develop a lead faculty assessment rotation plan for courses that are taught by multiple full-time faculty and/or courses that are not part of programs and/or courses that are taught by adjunct faculty or dual credit faculty only.
    a. Division chairs will include all full-time faculty in the lead faculty assessment rotation plans.
    b. Division chairs will submit the lead faculty assessment rotation plans to the Vice President for Academic Services annually with a deadline of the second Wednesday in May.
    c. Division chairs will distribute lead faculty assessment rotation plans to all faculty within their respective divisions.
3. Disseminate information regarding assessment deadlines to division faculty.

4. Monitor assessment participation status.

Requirements – Faculty

In order to meet assessment participation requirements, faculty will:

1. Serve as lead faculty for courses as assigned by division chairs. Requirements include:
    a. Creating and implementing assessment activities which include:
        i. Developing an outcome statement,
        ii. Selecting a source of evidence (measuring tool),
        iii. Identifying and adding achievement targets,
        iv. Collecting data,
        v. Analyzing the data,
        vi. Reporting the results,
        vii. Determining the achievement status (met, partially met, not met or not reported in cycle),
        viii. Writing action plans if achievement target was partially met or not met, and
        ix. Writing implementation notes.
    b. Entering the outcomes statement(s), source(s) of evidence (measuring tool), achievement target(s), data, results, achievement status, action plans, and implementation notes into LLC's WEAVEonline assessment software program by the twice-a-year deadline that correlates to the WEAVEonline cycle in which they have been assigned as lead instructor.
    c. Communicating with all faculty (including full-time, adjunct, dual credit) teaching sections of the course regarding the assessment plans, including:
        i. Consulting with faculty selection of assessment activities,
        ii. Explaining the planned assessment activit[ies] within the first two weeks of each semester,
        iii. Providing written instructions, including deadlines,
        iv. Gathering respective data from all faculty teaching the assigned course,
        v. Answering questions concerning the assessment process,
        vi. Providing feedback concerning the assessment results including:
            1. Required course changes,
            2. Action plans, and
            3. Implementation notes.
    d. Meeting twice-a-year assessment deadlines as set by the LLC Assessment Coordinator and the Quality and Assessment Committee.
2. Complete all assessment activities as determined by lead faculty including:
    a. Meeting all deadlines,

b. Gathering requested data,
c. Submitting required data to lead faculty,
d. Reviewing feedback provided by lead faculty,
e. Making required changes as stipulated by lead faculty,
f. Complying with course action plans, and
g. Providing implementation notes.

Compliance

Faculty who fail to comply with assessment requirements will be subject to Article IV: Professional Rights and Responsibilities, E: Assessment and F: Discipline and Discharge.