Fall Semester

	Faculty	Program	¹DAC	²CAC	³OIE
[4]W0 [5]W1 W2	Compile and verify the [6]CLO assessment data of the SUMMER courses **(if any)** — Submit verified CLOs assessment files to DAC by **W2**				Aggregate the [7]PLO assessment data for the previous academic year — Send the aggregated PLO results to CAC by **W2**
W3	Collect and record CLO assessment data for the Fall semester / Implement the approved CLO remedial actions as per the last assessment cycle	Collect PLO assessment data for the Fall semester	Collect and verify the SUMMER CLO assessment files. Report to Dept. Chair on missing/faulty assessment files. Send approved assessment files to CAC by **W4**		Verify the CLOs analysis reports received from CAC. Report to College Deans on faulty/missing reports. Upload received analysis reports to SPOL system. **Generate the official annual CLO assessment reports By W4**
W4 W5 W6		Receive the aggregated PLO assessment results for the previous academic year from CAC. Meet with program constituencies[8] to analyze the PLO assessment results and decide on remedial actions. Submit the PLO analysis and remedial actions (ARRA) report to DAC by **W7**		Verify the SUMMER CLO assessment files received from DAC. Report to Dept. Chairs on missing/faulty files. Submit approved assessment files to OIE by **W6**	Verify the SUMMER CLO assessment files received from CAC. Upload the verified CLO assessment results to SPOL. Report to College Deans on faulty/missing CLO assessment files by **W7**
W7 W8		Collect and verify the PLO ARRA reports. Report to Dept. Chairs on missing reports. Submit approved ARRA reports to CAC by **W8**			
W9				Verify the PLO ARRA reports received from DAC. Collect and verify the PLO ARRA reports for interdisciplinary and college level programs. Submit the approved reports to OIE by **W9**	Verify the ARRA reports received from CAC. Report to College Deans on missing/faulty reports. Upload received PLO analysis reports and remedial actions to SPOL.
W10					**Generate the official annual PLO assessment reports by W10.**
W11 W12 W13 W14 W15 W16					Random auditing of assessment files and results

Spring Semester

	Faculty	Program	¹DAC	²CAC	³OIE
W0 W1 W2	Compile and verify the CLO assessment data of the FALL courses — Submit verified CLOs assessment files to DAC by **W2**				
W3 W4 W5	Collect and record assessment data for the Spring courses / Continue the implement the approved CLO remedial actions as per the last assessment cycle	Collect PLO assessment data for the Spring semester	Collect and verify the FALL CLO assessment files. Report to Dept. Chairs on missing/faulty files. Submit approved assessment files to CAC by **W4**	Verify the FALL CLO assessment files received from DAC. Report to Dept. Chairs on missing/faulty files. Submit the approved assessment files to OIE by **W6**	
W6 W7		Compile and verify the PLO assessment data for the FALL semester. Submit PLO assessment data to DAC by W6	Verify the PLO assessment data received from the programs offered by the Dept., and prepare the FALL PLO assessment files. Report to Dept. Chair on missing assessment data. Submit approved FALL PLO assessment files to CAC by **W8**		Verify the FALL CLO assessment files received form CAC. Upload the verified CLO assessment results to SPOL. Report to College Deans on faulty/missing CLO assessment files by **W8**
W8 W9				Verify the PLO assessment data received from interdisciplinary and college level programs, and prepare the FALL PLO assessment files. Verify the FALL PLO assessment files received from DAC. Submit approved PLO assessment files to OIE by **W10**.	
W10					Verify the FALL PLO assessment files received from CAC. Upload the verified PLO assessment results to SPOL. Report to College Deans on faulty/missing PLO assessment files by **W11**
W11 W12 W13 W14 W15 W16					Random auditing of assessment files and results

		Apply assessment tools to collect and record assessment data for the Spring courses					Random auditing of assessment files and results	
Summer Semester	W1		Compile and verify the CLO assessment data of the SPRING courses. Submit verified CLOs assessment files to DAC by **W1**	Compile and verify the SPRING PLO assessment data	Collect and verify the SPRING CLO assessment files. Report to Dept. Chairs on missing/faulty assessment files.			
	W2			Submit PLO assessment data to DAC by W2	Submit approved assessment files to CAC by **W2**	Verify the SPRING CLO assessment files received from CAC Report to Dept. Chairs on missing/faulty files. Submit the approved assessment files to OIE by **W3**		
	W3							
	W4			Verify the SPRING PLO assessment data received from the programs offered by the Dept. Prepare the PLO assessment files Submit PLO assessment files to CAC **by W4**		Verify the SPRING PLO assessment data received from interdisciplinary and college level programs, and prepare the PLO assessment files. Verify the SPRING PLO assessment files submitted by DAC. Submit approved PLO assessment files to OIE by W5.		Verify the SPRING CLO assessment files received from CAC Upload the verified assessment results to SPOL Report to College Deans on faulty/missing CLOs assessment files. Aggregate the CLOs assessment results for the entire academic year and send the results to CAC by W4
	W5		[8]Course committees meet to analyze the received CLOs assessment results and decide on remedial actions if needed Submit the course ARRA reports to DAC **by W5**					
	W6			Collect and verify the CLO ARRA reports Report to Dept. Chairs on faulty/missing reports. Submit approved ARRA to CAC **by W6**			Verify the collected PLOs assessment files for the Spring semester. Report to College Deans on faulty/missing PLO assessment files by W6
	W7					Verify the ARRA reports received from CAC Submit the approved ARRA reports to OIE **before the end of the academic year**		

[1]DAC: Department Assessment Committee
[2]CAC: College Assessment Committee
[3]OIE: Office of Institutional Effectiveness.
[4]W0: The week before the classes begin
[5]W#: The week number of the semester
[6]CLO: Course Learning Outcome
[7]PLO: Program Learning Outcome
[8]ARRA: Analysis Remarks and Remedial Actions
[9]Course Committee: A committee consists all faculty taught the course during the academic year, and chaired by the course coordinator. For a course
[10]Program constituencies: Faculty, Students, Alumni, Employers, etc.

Color Legend

	CLO Assessment Activities
	PLO Assessment Activities
	Auditing Activities