Completion of Instructional Assessment Documentation **for Fall 2014-2015**

(Completed charts for courses taught in the Fall Only)

1- P & E Chair

Send email to Department Chairs on December 1, 2014 requesting completed assessment for courses assessed in Fall Semester by **December 15, 2014**

2 - Department Chairs

Notify instructors by December 4, 2014 to submit completed assessment to Department Chairs for review and approval by **December 15, 2014**

3 - Instructors

Complete assessment chart

Post in Dropbox by **December 15, 2014**

4 - Department Chairs

Review completed 2014 Fall Semester assessment charts, approve and post changes in Dropbox by **January 14, 2015**

If not approved, notify appropriate instructor for immediate revision

5 - Vice-Presidents/Secretaries

Review and notify Department Chairs of necessary changes by **January 28, 2015**

6 - IE Office

Compile approved, completed 2014 Fall Semester assessment charts for review by P & E Committee **January 30, 2015**

7- P & E Committee

Review completed 2014 Fall assessment charts; request revisions if needed/approve by **February 9, 2015**

8 - Administrative Council

Review /approve completed Fall assessment charts by **February 19, 2015**

9 - IE Office

Publication of 2014 Fall Assessment Document by **February 27, 2015**