Completion of Instructional Assessment Documentation **for Fall/Spring 2015-2016**

(Completed charts for courses assessed both Fall & Spring or Spring only)

1- P & E Chair

Send email to Department Chairs on **April 18, 2016** requesting completed assessment for courses assessed in 2015-2016 Fall/Spring Semester(s) and new 2016-2017 assessment charts by **May 9, 2016**

2 - Department Chairs

Notify instructors by April 18, 2016 to submit completed 2015-2016 and new 2016-2017 assessment charts in Dropbox for review and approval by **May 9, 2016**

3 - Instructors/Chairs

Complete 2015-2016 Fall/Spring and create new 2016-2017 assessment charts

Post in Dropbox by **May 12, 2016**

4 - Department Chairs

Review copmleted 2015-2016 Fall/Spring and new 2016-2017 assessment charts, approve and post in Dropbox for appropriate VIce President to review by **May 19, 2016**

If not approved, return chart to instructor for immediate revision

5 - Vice-Presidents/Secretaries

Review and notify Department Chairs of necessary revisions by **May 19, 2016**

6 - IE Office

Collect approved, completed 2015-2016 Fall/Spring and 2016-2017 new assessment charts from Dropbox on **May 23, 2016**

Compile for review by P & E Committee by **May 25, 2016**

7- P & E Committee

Review completed Fall/Spring and new assessment charts, request revisions if needed/approve by **May 31, 2016**

8 - Administrative Council

Review /approve completed 2015-2016 Fall/Spring and new 2016-2017 assessment charts by **June 14, 2016**

9 - IE Office

Publication of Final Assessment Document by **June 30, 2016**