Program Assessment Overview

2022

Due Dates

- Collect 2022 results each semester, if applicable.
- Submit 2022 Assessment Data Results at Fall Faculty Checkout
- Finalize 2022 Program Assessment Report in January 2023.

Process for 2022 Program Assessment

1. *Lead instructors submit their assessment data results* (http://www.isothermal.edu/pslo) *prior to Fall Faculty Checkout. Submit one for each outcome being assessed.*
   a. *Alternatively, if discussed with Meghan, lead instructors may submit their full assessment data results in a Word document.*

2. *Institutional Assessment compiles the Program Assessment Report and verifies all necessary components.*
   JotForm automatically sends a verification email to lead instructors (and deans) stating that the data has been submitted. Meghan compiles the Program Assessment Report and sends it to lead instructors and deans with further instructions or verification of completion.

3. *Lead instructors verify that the Program Assessment Report is accurate and complete in January 2023.*
   Lead instructors review the compiled Program Assessment Report and provide feedback as needed to Meghan.

1. *Institutional Assessment archives it on the Institutional Assessment shared drive.*
   Once the lead instructor and Meghan agree that the report is accurate and complete, reports are archived by Institutional Assessment.