Annual Assessment Procedures

Prior to Fall Term	During Academic Terms	After College Wide Data is Collected	Annual Assessment Writing	Review & Posting of Annual Assessment

- ●EOU Programs review the curriculum map to ensure the accuracy of the classes listed for the data to be collected. Program approval or changes are submitted to CTLA college representative by the Friday of the first week.
- ●CTLA indicates the courses and terms with AVP of Institutional Effectiveness.

- ●CTLA college representatives meets with faculty conducting data collection to ensure Canvas rubrics are in place.
- ●CTLA college representatives communicate with colleges to ensure data is collected and submitted by the last day of grading.
- ●Instructors will report when the data is submitted to the CTLA college representative.

- ●CTLA communicates to AVP of Institutional Effectiveness when all assessments are submitted and can be pulled from Campus Labs.
- ●AVP of Institutional Effectiveness provides program data to CTLA.
- ●CTLA dispurses data and annual report to programs for completion.

- ●CTLA college representatives will schedule a common writing time with programs to complete the annual report.
- ●The annual report is due to the CTLA college representative two weeks after the college writing day.

- ●CTLA will review the annual reports and determine possible PD for the next AY.
- ●CTLA will submit completed reports to Campus Labs and onto the CTLA website.
- ●CTLA will present the findings at the next opening session.