August – September

1) Review the mission and goals of the program and make revisions, if any.

2) Complete the following sections of the report:

   I. Mission
   II. Goals

October – December

1) Academic Programs: Review current student learning outcomes, course map, and assessment tools.
   Service Programs: Review current service outcomes, service map, and assessment tools.

   Make changes if warranted.

2) Compile information and complete the following sections in the report:

   III. Student learning outcomes (Academic Programs)
   Service outcomes (Service Programs)
   IV. Course map (Academic Programs)
   Service delivery map (Service Programs)
   V. Assessment tools

May

1) Compile assessment results and complete the following sections in the report:

   VI. Summary of findings
   VII. Level of achievement of goals
   VIII. Faculty/Student/Program information (Academic Programs)
   Staff/Clientele/Program information (Service Programs)
   IX. Analysis/Interpretation
   X. Action Plan

June

Academic Programs:
1) Turn in completed report to the Chief Academic Officer.
2) Schedule date/time for Dean/Chair to discuss the report with the CAO.

Service Programs:
1) Turn in completed report to _____________________.
2) Schedule date/time for Supervisor to discuss the report with _________________.

Missouri Valley College