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 student learning outcomes (**Academic Programs**)  
   Level of achievement of service outcomes (**Service Programs**)
   VIII. Faculty/Student/Program information (**Academic Programs**)  
   Staff/Clientele/Program information (**Service Programs**)
   IX. Analysis/Interpretation
   X. Action plan/Closing the loop

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