

Northern Virginia Community College
Office of Institutional Research, Planning, and Assessment

**Procedures for Documenting SLOs
For 2011-2012**

January	At the cluster meeting, faculty discuss results from previous semester(s) and determine which SLOs are to be assessed in the coming semester.
February	In preparation for March 1 deadline, SLO Lead Faculty inform coordinating deans which SLOs are to be assessed, how many sections are to be used for the classroom SLO activities, and which campuses will be included in the classroom SLO activities, for both Fall 2011 and Spring 2012.
February	In preparation for March 1 deadline, coordinating deans inform provosts for each program which SLOs are to be assessed, how many sections are to be used for the classroom SLO activities, and which campuses will be included in the classroom SLO activities, for both Fall 2011 and Spring 2012.
March 1	Provosts inform OIR for each program which SLOs are to be assessed, how many sections are to be used for the classroom SLO activities, and which campuses will be included in the classroom SLO activities, for both Fall 2011 and Spring 2012.
March	Provosts contact coordinating deans for progress updates for programs under that dean's coordination.
April 1	Provosts provide progress updates to OIR.
April/May	In preparation for May 15 deadline, SLO Lead Faculty provide coordinating deans with preliminary drafts of 2011-2012 Annual Planning and Evaluation Reports.
April/May	In preparation for May 15 deadline, coordinating deans provide provosts with preliminary drafts of 2011-2012 Annual Planning and Evaluation Reports for programs under that dean's coordination.
May 15	Provosts submit preliminary drafts of 2011-2012 Annual Planning and Evaluation Reports for respective programs to OIR.
Mid-August	At the cluster meeting, faculty discuss SLO results from previous semester(s) and determine which SLOs are to be assessed in the coming semester. Faculty also discuss results for program goals (for some program goals, data are provided by OIR in the summer).
September 1	SLO Lead Faculty submit complete drafts of Annual Planning and Evaluation Reports for 2011-2012 to OIR for feedback.
September	In preparation for Sept. 30 deadline, SLO Lead Faculty provide coordinating deans with final Annual Planning and Evaluation Reports for 2011-2012.
September	In preparation for Sept. 30 deadline, deans provide provosts with final Annual Planning and Evaluation Reports for 2011-2012 for programs under that dean's coordination.
September 30	Provosts submit for each program final Annual Planning and Evaluation Report for 2011-2012 to OIR.