Workflow Processes for Annual Planning and Evaluation of Instructional Programs at NOVA

Month	Tasks
August 2023	**1. August 1, 2023 –** The Office of Strategic Insight (OSI) publishes 2021-22 assessment reports on its website for public viewing. 2. Program/discipline groups meet to discuss the following: • 2022-23 assessment results. • Determine actions, the 3 Student Learning Outcomes (SLOs), and one Core Learning Outcome (CLO) that will be assessed in the 2023-24 academic year. • Communicate the 2023-24 assessment plan to program faculty. • Inform instructors of the SLOs, CLO, and course sections that will be assessed. • Distribute/discuss the assessments and procedures. • Communicate the plan for collecting data at the end of the semester. • Ensure that NOVA Online, synchronous Zoom, and off-site dual enrollment sections are informed of any assessments that they should be conducting. 3. OSI provides programs/disciplines with the 2023-24 Assessment Plan form.
September & October 2023	1. Programs and disciplines complete the *Student Learning Outcomes Assessment/Discipline Assessment Report*. 2. Check-in with instructors to ensure they are conducting Fall assessments. 3. **October 13, 2023**: Programs/Disciplines submit plan for 2023-24 assessments using the form provided by OSI in August.
November 2023	**1. Submit the *Discipline Assessment Report* or the *Student Learning Outcomes Assessment Report for 2022-23* to OSI by November 1, 2023:** • Programs/Disciplines should include blank copies of the assessments and rubrics with their submissions.
December 2023	1. OSI will review the first draft of the appropriate assessment report and return it with feedback & revision requests (if needed) by December 18, 2023: • Programs/Disciplines will revise reports based on this feedback. • Revisions & final reports are due on February 1, 2024. 2. Collect Fall assessment results from faculty for 2023-24 assessment reports:
January 2024	1. Meet with the program/discipline group to discuss the assessment results from the Fall semester: • Determine actions for improvement for the Fall assessments (even if the target was met). Be sure to include (1) **what** actions will be implemented, (2) **when** they will be implemented, and (3) **who** will be responsible for implementation. This information will be included in next year's assessment report. 2. Communicate the Spring semester's assessment plan with program faculty: • Inform instructors of the SLO, CLO, and course sections that will be assessed. • Distribute/discuss the assessment and procedures. • Communicate the plan for collecting data at the end of the semester.

Month	Tasks
	• Ensure that NOVA Online, synchronous Zoom, and off-site dual enrollment sections are informed of any assessments that they should be conducting. 3. Work on revisions to the assessment report, due February 1, 2024.
February 2024	**1. Submit the final Discipline Assessment Report or the Student Learning Outcomes Assessment Report for 2022-23 to OSI by February 1, 2024.** 2. Check-in that instructors are conducting assessments for the 2023-24 reports.
March/ April 2024	The Office of Strategic Insights will send programs and disciplines feedback on the 2022-23 assessment report to include: • Feedback on the program's/discipline's final report: the feedback is meant to inform next year's report; no revisions to this document are expected. • Program/Discipline rubric score: this document provides information about the areas of the report that were complete and incomplete and work needed to improve the areas that were incomplete in next year's report. • A feedback letter with the College-wide rubric score: this document provides your programs and disciplines with their rubric scores for the past several years, the College-wide rubric score, and information about areas that all programs at the College should focus on next year.
May 2024	1. Collect Spring assessment results from faculty: • Collect, input, and analyze assessment results for reporting to the program/discipline group at the beginning of Fall semester. **All 2022-23 SLO Assessment and Discipline Core Learning Outcome Assessment Reports will be viewable on the Office of Strategic Insight's website on August 1, 2024.**