

## UNM Assessment Planning and Reporting Process

The following timeline will be used for submission, review and approval process of the assessment plans and reports.

Electronic version of this document available <http://www.unm.edu/~assess/>

#	Department	College	Provost	Target Date
C1	Each department submits (to: <a href="mailto:assess@unm.edu">assess@unm.edu</a> ) for publication on the UNM Assessment web site the <u>student learning objectives (SLOs)</u> for each course offered in the undergraduate general education core curriculum.		The Office of the Vice Provost for Academic Affairs publishes SLOs on the UNM Assessment web site.	Update Ongoing
C2	Each department submits (to: <a href="mailto:assess@unm.edu">assess@unm.edu</a> ) for publication on UNM Assessment web site a complete written <u>plan</u> approved by the CARC for ongoing assessment of student <u>learning outcomes in each course</u> offered in the undergraduate general education curriculum.		The Office of the Vice Provost for Academic Affairs reviews CARC approved assessment plans for publication on the UNM Assessment web site.	Update Ongoing
C2-15-2012	<u>Departments</u> offering courses in the UG Gen. Ed. Core curriculum submit an <u>annual progress report</u> on Gen. Ed. Core Course Assessment of Student Learning for the 2010 calendar year to their CARC.			February 15, 2012
C4-15-2012		Each <u>CARC will review and score the annual progress reports</u> on Gen. Ed. Core Course Assessment of Student Learning submitted February 15, where applicable, using an established rubric. The committee will consult with appropriate departments/programs on any reports whose scores indicate clarification is needed. After all clarifications are received, the committee will forward to the Dean and respective Department Chairs reports successfully completed.		April 15, 2012

#	Department	College	Provost	Target Date
C6-15-2012		The <u>Dean</u> uses an established template to summarize approved departmental annual progress reports on Gen. Ed. Course assessment of student learning and submits to the Provost with copies of evaluative rubrics and comments.		June 15, 2012
C9-30-2012			Office of the Provost reports to NM HED results of assessment of General Education Common Core Competencies and posts results to Provost's Outcomes Assessment web site.	September 30, 2012
P1	Each program (degree, certificate, or major) in a department uses an established template to identify the <u>broad learning goals</u> of its program <u>and</u> the multiple measurable end-of-program <u>student learning outcomes</u> for each goal and submits these to the Office of the Provost for publication on the UNM Assessment web site.		The Office of the Vice Provost for Academic Affairs publishes SLOs on the UNM Assessment web site.	Update Ongoing
P2	Each department completes a written <u>three-year plan for assessment</u> of student learning outcomes for each of their degree/certificate programs using an established <u>template</u> and submits these to the Office of the Provost for publication on UNM Assessment web site.		The Office of the Vice Provost for Academic Affairs publishes Assessment Plans on the UNM Assessment web site.	Update Ongoing
P10-1-2012	Programs submit an <u>annual progress report</u> on Assessment of Student Learning for the 2011-2012 academic year to their CARC.			October 1, 2012

#	Department	College	Provost	Target Date
P11-1-2012		Each CARC will review and score the <u>annual progress reports on Program Assessment</u> of Student Learning, submitted Oct. 1, using an established rubric. The committee will consult with appropriate departments/programs on any reports whose scores indicate clarification is needed. After all clarifications are received, the committee will forward to the respective Department Chair all reports successfully completed.		<b>November 1, 2012</b>
P12-1-2012	<u>Departments</u> use an established template to submit a <u>summary of approved annual progress reports</u> of program assessment of student learning and copies of the evaluative rubrics and comments to their College, School, or Branch Campus Dean.			<b>December 1, 2012</b>
P1-08-2013		The College/School/Branch Deans submit to the Provost departmental summary reports of approved annual progress reports on program assessment of student learning and copies of the evaluative rubrics and comments.		<b>January 8, 2013</b>
...	...(to be continued)	...(to be continued)	...(to be continued)	<b>February, 2013</b> ...