"COURSE LEVEL" ASSESSMENT IMPLEMENTATION TIMELINE

DATE	PROCESS	RESPONSIBLE PERSON	STATUS
Jun-Jul '09	Develop Course Level Assessment Software System called "CLASS"	Denise Knowles	Done
Jul 27, 09	Training on "CLASS" for Alpha Testers	Denise Knowles	Done
Jul 27, 09	**Provide CSLOs** for courses being alpha tested to Denise to include manually in CLASS.	Eileen Valenzuela	Done
Jul 27, 09	**"CLASS" ready for Alpha Testing** using spring 2009 courses. Alpha testing period is July 27 to August 28.	Denise Knowles	Done
Jul-Aug, 09	<u>**Alpha test**</u> "CLASS" for design issues using data from spring 2009 classes: TRAVL 95 CHDEV 10 MATH 30 MATH 9 LIBST 14 ASTRO 10	Debbie Wilson Janice Townsend Tue Rust Michael Norris Christina Goff Scott Cabral	Accepted Accepted Accepted Accepted Accepted Accepted
By Aug 14, 09	Sync **CurricUNET** design and development to the needs of "CLASS"	Eileen Valenzuela	In progress
Aug 14, 09	College Day presentation about Course Level Assessment	Peter Garcia Richard Livingston Kiran Kamath Michael Norris Janice Townsend	Done
By Aug 21, 09	Courses and faculty to <u>**beta test**</u> in fall 2009 will be selected from each ISLO category: **GE:** ASTRO 10-3654, 3656, 0681, 3659, 1409	Scott Cabral	Completed 9/17 Accepted

Updated: 9/21/09   1

CLASS Design	Professional Development	General Planning & Spring 2010 Pilot	Assessment Fall 2010	CurricUNET Develoment

	OCC ED: ETEC 34-4769 TRAVL 74-0773 PTEC 48-0961 CHDEV 10-0359	Cecil Nasworthy Debbie Wilson David Kail Janice Townsend	Accepted Accepted Accepted Accepted
	DEV ED: MATH 12-1651 ENGL 70-0065	Julie Von Bergen/Tue Rust Katalina Wethington	Accepted Accepted
	LLSS : LIBST 14-0076	Christina Goff	Accepted
	ST. SVCS: Laura Subia? Phil Gottlieb?		
	OTHER (Majors): SPAN 50-0627 MATH 40-0298? (no CSLOs) MATH 12-1784 CHEM 25-0566? (no CSLOs)	Nancy Whitman Michael Norris Peter Doob Mitch Schweickert (Dennis's class)	Accepted Accepted Accepted Accepted
~~By Aug 28,09~~ Sept 21, 09	Courses that will be **beta tested in fall 2009** should be **uploaded** into **CurricUNET**. All courses need to have CSLOs.	Eileen Valenzuela	Done
~~By Aug 28, 09~~ Sept 21, 09	Courses to be assessed in Spring 2010 **pilot** will be selected. At least one course per prefix will be selected for Spring 2010 pilot (approx 60 courses). 15% of courses will be selected for fall 2010 and beyond till we complete 100% in spring 2013. From fall 2013, 10% of the courses will be assessed every semester so that courses are on a 5 year cycle.	Gil Rodriguez Kiran Kamath	Waiting for ATH, COUNS, HUMAN, LRNSK

Updated: 9/21/09 2

CLASS Design	Professional Development	General Planning & Spring 2010 Pilot	Assessment Fall 2010	CurricUNET Develoment

	All faculty doing assessment MUST have an LMC email and domain accounts to use the CLASS software.		
Aug 28, 09	**Draft of Planning Template with assessment criteria** will be developed for fall training. This will include defining proficiency for each CSLO and how A/B, C, and D/F will be determined, types of assignments in each CSLO etc.	Janice Townsend Tawny Beal	Done
Aug 28, 09	**"CLASS"** ready for Beta Testing. Beta testing period ends on December 15, 09	Denise Knowles	Done
Aug-Dec, 09	Beta test should include testing: • Planning Template • CurricUNET interface • Datatel interface • CLASS Begin developing the report format All beta testers must have LMC email accounts.	Beta Testers Taskforce Denise Knowles TLP	
Aug 31, 09	**College Assembly** on CSLO Assessment • Include demo of "CLASS"	Peter Garcia, Taskforce, Denise	Done
~~Sep 1, 09~~ Sep 30, 09	CurricUNET structure programmed to sync with CLASS	Eileen Valenzuela	
~~Sep 11, 09~~ Sep 22, 09	Planning Template finalized	Taskforce	
~~Sep 11, 09~~ Sep 23-Oct 26	The **professional development/coaching team** for CSLO assessment meets and gets organized. • Coaches – Scott Cabral (Majors, GE), Tue Rust (DE, plus others), Debbie Wilson (OccEd), Frances Moy (StSvcs), Christina Goff (LLSS, plus others), Janice Townsend (all) • Coaches should preferably beta test their own course using "CLASS" in fall 2009. • Training should include the 'conceptual' aspects of course level assessment.	Tawny Beal Accepted	

CLASS Design	Professional Development	General Planning & Spring 2010 Pilot	Assessment Fall 2010	CurricUNET Develoment

	• Professional development to be provided during all 3 phases – planning (fall 09); assessing and uploading results in CLASS (spring 10); evaluating results, reporting out the results, and implementing changes to the course to improve teaching and learning (fall 10).		
Sep 21-Nov 15	Develop Assessment report template	Taskforce & TLP	
Oct 6, 09	**Dept chair meeting –** Present Course Level Assessment pilot plan. Include the planning template, CLASS, and coaching.	Deans & Taskforce	
Oct 15, 09	**CurricuNET** ready for use. Course outlines can be typed into by faculty	Eileen Valenzuela	
Nov 1, 09	**CurricUNET** should be uploaded with new COOR information for courses to be assessed in the spring 2010 pilot.	Eileen Valenzuela	
Nov 2-6, 09	Professional Development Week - Departments meet to complete the planning form. Monday "college hour" (3-5 pm) or any other time during the week. Coaches will be available. • Review the COOR and CSLOs, select assessment instrument/s, define proficiency level for each CSLO, assessment criteria, and weight the alignment of the CSLOs-PSLOs). • Select the lead for the course assessment. • If many CLSOs align with a single PSLO, the dept may chose to give each CSLO equal weight in the alignment or may select a percentage in the alignment. •	Tawny Beal and coaching team	
Nov 16, 09	Departments review completed planning form with 'their' coach for review. This form should be uploaded by the CAT lead to the course assessment webpage in "CLASS".	Tawny Beal and coaching team and CAT lead	
Dec 15, 09	"CLASS" ready for Spring Pilot	Denise Knowles	
Jan 21, 2010	College Day – update to the college on course level assessment. Feedback from the beta testers Demonstration of "CLASS" software	Peter Garcia and Task Force	

CLASS Design	Professional Development	General Planning & Spring 2010 Pilot	Assessment Fall 2010	CurricUNET Develoment

Spring 2010 Flex	College Day afternoon - Departments review assessment criteria decided on during the planning semester with all faculty teaching the course this semester.	Tawny Beal and Coaches, Gil Rodriguez Kiran Kamath	
Feb 11, 2010	(For fall 2010 assessment) Select 15% of the courses to be assessed in Fall 2010.	Gil Rodriguez Kiran Kamath	
Mar 2, 2010	(For fall 2010 assessment) **Dept Chair meeting** Discuss process including planning form, CLASS, and coaching for assessment in Fall 2010,	Deans, Tawny & Coaches	
Apr 12-16, 2010	(For fall 2010 assessment) Professional Development Week - Departments meet to complete the planning form. Monday "college hour" (3-5 pm) or any other time during the week. Coaches will be available. • Review the COOR and CSLOs, select assessment instrument/s, define proficiency level for each CSLO, assessment criteria, and weight the alignment of the CSLOs-PSLOs). • Select the lead for the course assessment. • If many CLSOs align with a single PSLO, the dept may chose to give each CSLO equal weight in the alignment or may select a percentage in the alignment.	Tawny & Coaches	
Apr 30, 2010	(For fall 2010 assessment) Departments review completed planning form with 'their' coach for review. This form should be uploaded by the CAT lead to the course assessment webpage in "CLASS".	Tawny & Coaches & CAT lead	
Feb-May, 2010	(For Spring 2010 Pilot) Hands-on "CLASS" training for all faculty involved in assessment for the Pilot in Spring 2010	Denise Knowles	
By May 28, 2010	(For Spring 2010 Pilot) Assessment data is entered in "CLASS"	Pilot faculty	

Updated: 9/21/09   5

CLASS Design	Professional Development	General Planning & Spring 2010 Pilot	Assessment Fall 2010	CurricUNET Develoment

Fall 2010 Flex	(From Spring 2010 Pilot) College Day – Presentation on how to read assessment reports generated by "CLASS"; making meaningful observations; review report template	Peter Garcia and Task force	
Fall 2010 Flex	(From Spring 2010 Pilot) How to read reports generated by "CLASS" from Spring 2010 assessment How to make meaningful observations Review of templates to be used in writing the departmental report on course level assessment. (Templates need to be developed by TLP in fall 2009) Department meet on College Day afternoon to review data generated by "CLASS" on their course assessment, along with the context sheet, and prepare a written report that will plan to close the loop. Develop an action plan. Report will be submitted to the dean in the Office of Instruction by the end of August, 2010.	Tawny & Coaches Course lead faculty	
Fall 2010 Flex	(For Fall 2010 Assessment) College Day afternoon - Departments review assessment criteria decided on during the planning semester with all faculty teaching the course this semester.	Tawny Beal and Coaches, Gil Rodriguez Kiran Kamath	
Aug – Dec, 2010	(From Spring 2010 Pilot) Implement changes and improvements to the course by all faculty teaching the course. Faculty should update the course assessment team leader on progress.	Pilot faculty	
Sep-Nov, 2010	(From Spring 2010 Pilot) Sampling of presentations. Results of course level assessments – college assemblies.	Pilot faculty	
Dec, 2010	Feedback on the pilot and the process (survey monkey)	Taskforce	

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