**Creating Assessment Plans**

Full-time faculty convene an assessment plan work team based on programs outcomes, the College’s annual assessment cycle and the curricular map of the targeted program/discipline (See Principles for selection of work team members and annual assessment cycle below).

Assessment plan work team members participate in appropriate faculty development (Faculty Development needs to be identified in conjunction with the Director of Faculty Development).

Assessment Plan work team develops a draft assessment plan based on the template approved by the Learning Assessment Committee (assessment plans are understood to include an implementation timeline and the identification of faculty development needs. The implementation timeline should make use of established opportunities for collegewide, face-to-face faculty meetings – Destination, Post-Academic Assembly Faculty Meetings, Learning Day and Assessment Day).

Draft assessment plan is circulated for input to reviewers appropriate to the program/discipline (Full and part-time Faculty, Deans, Advisory Committees, etc.)

At least one college-wide live or e-mail/Blackboard discussion will be coordinated to consider input received

Draft assessment plan is revised to reflect input.

Current voter eligibility list for curriculum will be used to vote on draft assessment plan

Process Moves to Assessment Plan Approval Process Through Learning Assessment Committee

**Approving Assessment Plans**

Assessment Plan submitted to the Learning Assessment Committee (LAC) for review and approval (Review and approval based on published expectations of good assessment practice and institutional effectiveness documentation requirements).

LAC approves plan?

LAC ensures that program/discipline leaders post approved assessment plans in the Valencia’s institutional effectiveness management system (WEAVE Online). Approved assessment plans are presented to the College Learning Council.

Process Moves to Implementation and use of Assessment Results

A timeline for faculty development opportunities based on needs identified in the assessment plan is developed and circulated by the program/discipline faculty leaders, the Learning Evidence Team Co-Chairs, and the Director of Faculty Development.

Based on the approved implementation timeline, student artifacts are collected and assessed by faculty using the indicators identified in the assessment plan.

With the support of the Offices of Institutional Research and Institutional Assessment and the College Data Team, assessment results are analyzed by faculty and a plan for improvement is developed. At least one college-wide face-to-face meeting or e-mail/Blackboard discussion will be coordinated to consider assessment results and plans for the Improvement

Assessment results and plans for improvement are posted in the College’s institutional effectiveness management system (WEAVE Online) and submitted to the LAC and the College Learning Council as information items.

Results and plans for improvement serve as the basis for the next round of assessment planning.

**Principles for selection of members for assessment plan work teams:**

- Collegewide representation where possible.
- Full-time faculty from the respective program/discipline (tenured, tenure track, and Non-Tenure Earning 4/8/10 month faculty).
- Adjunct faculty when an adequate number of full-time faculty do not teach in the program/discipline.
- Faculty from both disciplines or programs when an outcome is assessed in two programs or a program other than the primary discipline.