

NCTA Campus-wide Annual Assessment Timeline



Student Learning Outcome Annual Assessment Timeline

- 1) Student Learning Outcomes Assessment Data Collection
 - a) SLO Course Reports (faculty reports to division heads; division heads to assessment committee chair by the following deadlines)
 - i) Summer Session – September 15
 - ii) Fall Semester – January 15
 - iii) Spring Semester – June 1
 - b) Internship Survey Results – September 15
 - i) Divisions collect and summarize data, results to assessment committee by deadline
 - c) Annual Advisory Council Meetings – date set by division
 - i) Meeting agenda’s and minutes posted to common drive
 - d) Faculty and Staff Evaluations – completed by April 15
 - e) Student Opinion Survey – End of spring semester by graduating students
 - i) Results summarized by Assessment Committee and distributed to appropriate divisions/units
- 2) Division Summary Report of SLO Assessment – July 15
 - a) Examples of using assessment data for future decision making regarding budgetary needs and curriculum changes
- 3) Division Budget Requests based on Assessment – Fall Semester
 - a) Operating Budget Requests
 - b) Capital Equipment Improvement Requests
 - c) IT Requests
- 4) Curriculum Changes based on Assessment
 - a) Approved through Academic Council during Fall semester
 - b) Catalog Changes due by January 1

Student Services Assessment Timeline

- 1) Data Collection – August to May
 - a) Recruiting
 - i) Number of schools visited
 - ii) Number of conferences attended
 - iii) Paid applications
 - iv) Registered students
 - v) Enrollment - 6 day count
 - b) Retention
 - i) Fall to Spring
 - ii) 1st to 2nd year
 - iii) Transfer students
 - c) Employee training/personal development
 - d) Student Opinion Survey - end of spring semester
 - i) Financial aid, student services
 - e) Staff Evaluations- 2Xyear
- 2) Unit Summary Report – July 15
- 3) Unit Budget Requests based on Assessment
- 4) Student Handbook and Catalog Changes – January 1

Campus Facilities Assessment Timeline

- 1) Data Collection – August to May
 - a) Work orders
 - i) Number of Work orders
 - ii) Completion rate
 - iii) Average time of completion
 - b) Human Capital report
 - i) How much time is spent
 - c) Utilities using staff time
 - i) Boiler Usage-Efficiency collection
 - ii) Daily time spent on boilers
 - d) Paid Invoice/P Card transactions
 - i) % paid on time
 - e) Internal and external deadlines
 - i) % of on-time completion
 - f) Training
 - i) % of each department trained in required areas
 - g) Preventative Maintenance schedule and reports on percentage completed in a timely manner annually
 - h) Student Opinion Survey – end of spring semester
 - i) Staff Evaluations- 2Xyear
- 2) Unit Summary Report – July 15
- 3) Unit Budget Requests based on Assessment
- 4) Staff Handbook Changes – January 1