## Sequence of Assessment Activity Throughout a Semester

Dialogue and report entry may occur in the first few weeks of the following semester to meet the September 15 (for spring semester) or February 15 (for fall semester) deadlines

<table>
<thead>
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<th>Step</th>
<th>Early in the Semester</th>
<th>Step Description</th>
<th>Details</th>
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</table>
| **Step 1** | Early in the Semester | Instructor | - Consult Course Assessment Plan  
- Determine outcome(s) to be assessed for the semester  
(If questions, consult Assessment Coordinator) |
| **Step 2** | Early in the Semester | Multiple Instructors for a single course | - Discuss Assessment Tools/Methods  
- Discuss date to meet for assessment dialogue  
(If questions, consult Assessment Coordinator) |
| **Step 3** | Early in the Semester | Instructor | - Conduct Assessment – record data  
- Part-time faculty: forward data to FTF and/or Dean  
(if questions, consult Assessment Coordinator) |
| **Step 4** | Early in the Semester | Single or Multiple Instructors for a single course | - Dialogue about Assessment Results; Plans for Improvement  
- Enter Report (only one report for all sections of the course)  
- Archive Examples of Assessment Results  
(if questions, consult Assessment Coordinator) |

*FTF = Full-Time Faculty*