

Yearly Academic Assessment Calendar – Palo Alto College

	August	September	October-November	December	January-February	March-April	May	June-July							
Institutional Level	Discipline and department faculty discuss and analyze assessment results, and design actions for improvement.	Faculty implement actions for learning improvement.	Faculty incorporate institutional learning outcomes into instruction and embed key assignments into course curriculum.	Faculty submit student artifacts to academic assessment office.	Graduates complete Graduation Survey.	Faculty implement actions for learning improvement.	Faculty incorporate institutional learning outcomes into instruction and embed key assignments into course curriculum.	Faculty take part in key assignment design working groups.	Graduates complete Graduation Survey.	Faculty take part in key assignment design working groups.	CCSSE is administered (every other March).	Faculty take part in rubric norming and rate student artifacts.	Assessment results are compiled by assessment coordinator.	Graduates complete Graduation Survey.	Assessment results are shared with administrators and chairs.
		Faculty take part in key assignment design working groups.													
Program Level	Program faculty compile, analyze and discuss assessment data, and design actions for program-level learning improvement.	Faculty implement actions for learning improvement.	Faculty incorporate program learning outcomes into instruction.	Faculty assess program learning outcomes.	Faculty implement actions for learning improvement.	Faculty incorporate program learning outcomes into instruction.	Faculty assess program learning outcomes.								
		Program leads submit prior year Program Assessment Report by Sept. 30.													
Course Level	Faculty develop curriculum and assessment measures for course-level learning outcomes.	Faculty implement actions for learning improvement.	Faculty assess, review data, and determine actions for learning improvement (ongoing).		Faculty implement actions for learning improvement.	Faculty assess, review data, and determine actions for learning improvement (ongoing).									Faculty develop curriculum and assessment measures for course-level learning outcomes.