

Tentative Procedures and Timeline for Assessment Liaisons

Month	Procedures	Notes
September	All liaisons report at first ASC meeting of the year on the status of their assigned departments, ASC co-chairs follow up where needed (make initial contact with department chair and continue on to department assessment committee/representative). Liaison checks in with assigned departments due to submit assessment report in the current academic year to see if they are on track to submit their assessment report by the October deadline and follow up with a presentation to the ASC, provides assistance if/where needed	
October	Liaison provides feedback on draft of assessment report of assigned departments due to submit assessment reports in the current academic year if requested by the department by October 1st Liaison answers questions/provides assistance to assigned departments related to assessment report presentations for the current academic year, if needed ASC co-chairs make liaison appointments for the departments due to submit assessment reports in the next academic year. ASC co-chairs send out welcome packets to departments due to submit assessment reports in the next academic year.	
November	Liaison makes contact with assigned department(s) due to submit assessment reports in the next academic year. Liaison schedules meeting with whole department or departmental assessment representatives of assigned departments (submitting reports in the next academic year) to provide assistance if needed. Liaison serves as one of the readers/reviewers for assigned departments submitting assessment reports in the current academic year	
December	Liaison reviews the standing of all assigned departments to see if follow up is needed for completion/revision of assessment reports/plans (including check of spreadsheet of required report submissions and check of prior and current feedback rubrics to the department from ASC)	
January	All liaisons report at first ASC meeting of the semester on the status of their assigned departments, ASC co-chairs follow up where needed	
February	Liaisons engage in ongoing work with their assigned departments where needed and attend presentations of all departments presenting in the current academic year	
March	Liaisons engage in ongoing work with their assigned departments where needed and attend presentations of all departments presenting in the current academic year	
April	Liaison follows up/makes contact with assigned departments who submitted reports in the current academic year to ask/answer questions about the feedback from the ASC, provide assistance with revising assessment plan/report, and to ask about the department's assessment timeline and activities for the next assessment cycle	
May	Liaison reviews the standing of all assigned departments to see if follow up is needed for completion/revision of assessment reports/plans (including check of spreadsheet of required report submissions and check of prior and current feedback rubrics to the department from ASC) All liaisons report at final ASC meeting of the year on the status of their assigned departments, ASC co-chairs follow up where needed	