

2006-07 Assessment Team Work Plan

Item	Targets	Projected Completion Date	Date Completed	Responsibilities						
				A-Team	Learning Council	Faculty Council	College Council	Divisions / Chairs	IRAP Office	OISS
ESTABLISH ASSESSMENT TEAM										
1. Develop and review Assessment Team work plan for 06-07.	<ul style="list-style-type: none"> • Appoint work team. • Draft, review and finalize plan. • Present plan to Learning Council for approval. 	Plan completed by 12/8//06 LC approval by 2/1/06		X	X					
2. Appoint new Assessment Team members.	<ul style="list-style-type: none"> • Need 2 – 5 new members. • Develop request for Faculty Council • Members apply and get appointed 	12/8/06		X		X				
MAINSTREAM PROCESSES										
3. Develop and clearly state Lane’s processes for systematic program assessment. (replacing previous Comprehensive Assessment Plan)	<ul style="list-style-type: none"> • Draft description. • Revise assessment rubric as needed to align with SPA • Get review and approval from OISS, Chairs and Learning Council. 	By 1/30/07 By 1/30/07 In review by Feb.		X	X		X	X	X	X
4. Align learning outcomes assessment, curriculum development, ongoing college planning and resource allocation	<ul style="list-style-type: none"> • Develop and gain approvals from stakeholder groups for a program review plan. • Develop and gain approvals for a COPPS policy for program review and assessment. • Provide input to Fundamental Redesign team regarding the role of assessment of outcomes in instruction. 			X						X

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SUPPORT ASSESSMENT										
5. Review program assessment plans; provide feedback to program coordinators on the quality of their plans	<ul style="list-style-type: none"> Complete reviews from 06. Review 06-07 Unit Plans for assessment plans and reports. Meet with managers to review progress on assessment plans. Assist divisions and programs with implementing ongoing systematic program assessment (SPA). 	Complete 80% of reviews by 12/8/06 Unit plans by 4/1/07 Meet with managers: by 4/15/07 Assist: ongoing.		X				X		
6. Identify resources for assessment activities	<ul style="list-style-type: none"> Determine the 06-07 budget. Get a line item in the budget and/or line items in Division budgets dedicated for assessment. 	12/8/06 Request to OISS: by 3/1/07		X				X	X	X
7. Develop communication strategies and processes to support systematic program assessment	<ul style="list-style-type: none"> Create and maintain high quality webpages that provide resources, processes and assessment reporting. Inform Divisions about posting assessments and about assessment tools Work with Divisions to help them post plans and results 	Phase 1 12/8/06 and Ongoing.		X		S		S	X	
8. Provide a variety of professional development activities about assessment	<ul style="list-style-type: none"> Fall 07 inservice Spring inservice? Assessment seminar Spring term? Coaching by A-team members 	Ongoing		X						X

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9. Collaborate with college teams and workgroups establishing technological tools for assessment	<ul style="list-style-type: none"> Learn what is happening here Analyze existing bottlenecks and mediate obstacles. All faculty have better access to Banner data for assessment. 	Find out: Nov. 30 Analyze: March 07 Access: June 07		X		S					X
REPORT ON ASSESSMENT ACTIVITIES AND RESULTS											
10. Provide annual report to Learning Council and Accreditation Coordinating Team.	<ul style="list-style-type: none"> Prepare accomplishments and recommendations, tied to workplan. 	To LC: June 07 To ACT: three times/year by Mary Brau		X	S					X	S
11. Develop an annual report on closing the loop: how program assessment results are used to improve the educational program at Lane	<ul style="list-style-type: none"> Check in with 06 projects for closing the loop. Closing the loop report posted on website Report to Learning Council at year-end. 	On website: as gathered To LC: June 07	In process	X	X			S	X		S
12. Complete the NWCCU Interim Report for Accreditation Coordinating Team (ACT).	<ul style="list-style-type: none"> Mary and Sarah are primary writers; Susan Carkin will review and edit. Solicit A-team input throughout process. 	Draft by 1/30/07 Complete by 3/15/07		X						X	X
ALIGN ASSESSMENT WITH REGULATORY FRAMEWORKS											

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13. Ensure that assessment activities are in alignment with accreditation standards	<ul style="list-style-type: none"> Mary Brau informs and guides the team. 	Ongoing		X					X	X
14. Ensure that assessment activities are congruent with employee contracts and college policy	<ul style="list-style-type: none"> Appoint work team (may include outside members with contract expertise). Analyze workload implications for staff within employee contract conditions. Make recommendations for supporting assessment work. 	Appoint team: 3/1/07 Analysis and rec.: June 07		X					X	X
S = A-team provided information X = Carries joint responsibilities										

OUTCOMES FOR 06-07

- Increase the number of programs with assessment plans and/or results posted on the web pages: Goal is 100% participation.**
- Increase the number of assessment plans being implemented: Goal is 100% participation.**
- Develop, gain approvals, and begin implementation of Systematic Program Assessment.**

RECOMMENDATIONS FROM 05-06 YEAR-END REPORT

- Assessment efforts require an information technology infrastructure that provides ready access to data about student learning and success.*
- Assessment planning, activities and results should be integrated with Division and college-wide planning processes, including Unit Planning, resource allocation, and fundamental redesign planning processes.*