

PLO Assessment: O&A Committee Division Support

I. Set Semester Meeting Schedule

- a. The assessment will be planned and completed over the course of one semester, selected by the division.
- b. Selected members of the O&A Committee will hold 2 – 3 meetings with Division Representatives, to include:
 - i. 1st meeting – review or identify assessment plan/s and determine if they are measurable. Set goals and timeline for completion.
 - ii. 2nd meeting (as needed) – Enter assessment plans in TracDat and discuss progress
 - iii. 3rd meeting – Enter assessment results in TracDat. Analyze data, determine if the outcome was met and the assessment was effective. If so, how? If not, what changes will the division make?

II. Select Meeting Attendees

- a. Division chair and 1-2 faculty selected by division chair are recommended
- b. The O&A Committee will select attendees based on member availability

III. Relevant Documents/Reporting

- a. An O&A Committee Member will set up meeting locations and times and send calendar invites. Division chair and faculty should RSVP for meetings.
- b. The O&A Committee will provide TracDat reports on program outcomes to all attendees prior to the first meeting.
- c. The O&A Committee will provide a template to be completed by faculty during meeting sessions.
- d. Division chair/ faculty are responsible for completion of assessment reporting in TracDat.