

Assessment Taskforce

Timeline: Living document

Goals: **G= General Education Assessment**
 P= Program Assessment
 C= Culture Building
 R= Report for NCA

Date	Task	Related Goal	Responsibility	Follow-up
Future	Continue to implement viable assessment plans and use results to improve student learning	G, P, & C	Shared	Shared
	Develop and Implement assessment of developmental education, ABE and GED education	New Goals	Assessment Coordinator and others appropriate instructors and directors	
	Implement course assessment in general education department areas—first reports due in 2007/2008	New Goal	Assessment Coordinator & faculty members TBA	Assessment Coordinator and Deans
November, 2006	HLC/NCA focused visit on Assessment	G, P, C & R	Cooperative effort of all Chairs and Administrators	HLC /NCA
September 2006	Finalize 2005-2006 institutional assessment report	G, P, & C	Assessment coordinator with the cooperative effort of deans, faculty and staff	
Fall 2006	Self-study report completed & submitted to HLC/NCA Set up Resource Room	R	Sub-committee co-chairs, VP of Educational Services, and Director of Institutional Advancement	HLC/NCA
August 18th, 2006	Program Assessment Reports are due	P	Program Instructors	Deans
August 9, 2006	Share general education video, assessment updates and “Annie” Musical	G, P & C	Assessment Coordinator, V.P. of Education Services and Several faculty volunteers	

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	skit at in-service. Introduce course assessment as the next step in the institutional assessment plan	G, P, & C	Department leaders	Assessment coordinator and deans
Summer 2006	Finalize the general education section of the 2005-2006 institutional report	G	Assessment Coordinator	
	Draft self-study report for HLC/NCA focused visit on assessment	G, P, & C	Assessment Coordinator and others	Director of Institutional Advancement & Vice President of Educational Services
	Begin to organize resource room Materials	G, P, & C	Assessment Coordinator and Resource Room Committee	
	Prepare for August In-service: create general education results video and create final musical skit about "Annie Assessment"	G, P, and C	Assessment Coordinator, Broadcasting department and several faculty volunteers	
May 30th, 2006	FACS teams final reports are due	G	FACS teams chairs	Assessment Coordinator
April 25, 2006	Administer Graduating Student General Education Survey	G & C	Institutional Research and Assessment co-chairs	Institutional Research and Assessment Coordinator
March 29, 2006	Administer CAAP exam	G & C	Institutional Research, Assessment Sub-committee	Institutional Research and Assessment Coordinator
January-February 2006	Consultants return to campus to meet with general education groups, selected programs and other NECC service groups	G, P & C	Assessment Sub-committee	Vice President, Assessment Coordinator and consultants
	Conduct assessment of all general	G & C	Taskforce & evaluation teams	

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Spring 2006	education competencies— complete analysis & recommendations for formal report		Taskforce & evaluation teams	
	Preparation of self-study report for NCA	R	Assessment Coordinator, Vice President of Educational Services	Vice President of Educational Services
	Continue publication of the Learning Curve every other month	G, P, & C	Assessment Coordinator	
	Offer EDUC1900 “Assessment of Student Learning” as a course for NECC faculty and staff professional development	G, P, & C	Assessment Coordinator	V.P. and Human Resources office (job up-grading)
Fall 2005	Assessment Report	G, P & C	Taskforce and Program instructors	
	Institute changes or carry out recommendations from assessment results			VP, Deans & Sub-committee
	Pilot remaining general education competency measures	G & C	Task force & evaluation teams	
	Continue publication of Learning Curve	G, P, & C	Sub-committee Co-chairs	
	Launch Assessment Input Meetings (AIM)	G, P, & C	Assessment Sub-committee	Chairs of Assessment sub-committee
	Assessment Taskforce converts to Assessment sub-committee of the	G, & P	Members	

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Fall 2005	Education Services Committee			
	Submit assessment reports for all programs and general education	G, P & C	Taskforce and Program instructors	Deans
	Write and Compile Institutional	G P & C	Co-Chairs	
Summer 2005	Evaluate results of general education assessment plan and write report	G & C	Taskforce and evaluation teams	
	Plan Fall In-Service			
	Developed an assessment brochure	G, P, & C	Assessment Coordinator	
	Completed the monitoring report on general education, faculty credentialing for HLC	G	Interim VP of Educational Services, Assessment Coordinator, and Deans	HLC/NCA and VP of Ed. Serv.
	FACS posters developed and distributed to all classrooms on campus	G & C	Assessment Coordinator, Marketing and Public Relations, and Custodial Representative	
	In service Assessment Break out Session	G, P, & C	Assessment Taskforce Co-chairs	
	Annie Skit	C	Assessment Taskforce Members	
May 2005	Make arrangements to create posters of FACS and Learning Centered Interest posters to be posted all over campus in various classrooms	G, P, & C	Co- Chairs and Anna Meis	Print posters during the summer and post in classrooms before fall semester begins
May 2005	Revise student book	G, P &	Anna Meis, Co Chairs	

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	marks and prepare for summer orientation	C	and Louise Torkelson	
April 2005	Attend Higher Learning Commission National Conference in Chicago	G, P, & C	Vice President of Educational Services, Director of Institutional Advancement, Assessment Co- Chair and Library Director	Summary meetings for both conferences and future planning based on information.
	Attend 2005 HLC/AAHE Assessment Workshop in Chandler, AZ	G, P, & C	Taskforce Co-Chairs and Dean of Humanities Arts and Social Sciences	Implement Strategy as developed at the workshop
	Administer graduating student general education survey at graduation practice	G & C	Director of Institutional Research, Co-Chairs and volunteer help	Analyze Results and make recommendations to General Education Sub-Committee
March 2005	Consultants return to assist with assessment planning and implementation	G, P, & C	Consultants, Taskforce Program faculty representatives and General Education Team members	Complete assessment cycle and provide information for institutional report
Spring 2005	First official measure of two general education goals and Pilot testing of other three	G	Taskforce and evaluation teams	Results, analysis & recommendations are published in 2004/2005 Institutional Assessment Report
	Learning Curve is now published every two months	G, P, & C	Co-Chairs and contributors	
	Increase Student Awareness of Assessment with the help of the broadcasting department: "Talk-Time" Radio interviews, Radio and TV spots	G, P, & C	Co-Chairs Broadcasting instructor and students Student member of Assessment Taskforce	
January 2005	Final approval of general education pages for college catalog	G, P & C	Educational Services Committee and President's Council	Updated through committee structure

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January 2005	<p>Provide assessment updates for entire faculty and staff at In-Service: Assessment Annie Skit Introduce website Distribute copies of catalog changes and additions to entire faculty and staff</p> <p>Guest Speaker presents session about using “Live Text” for portfolio assessment</p> <p>Open Forum on General Education and Assessment held during In-service</p> <p>Second run of Instructor assignment survey</p>	<p>G & C</p> <p>G, P & C</p> <p>G, P, & C</p> <p>G& C</p>	<p>Co-Chairs and taskforce members</p> <p>Vice President of Educational Services and Speaker: Dr. Lorie Cook-Benjamin</p> <p>Co- Chairs and Vice President of Educational Services with help from taskforce members</p> <p>Co-Chairs and faculty</p>	<p>Reminders published by Email and in Learning Curve</p>
December 2004	<p>Pilot test of math, speaking & writing assessment plans</p>	<p>G</p>	<p>Math, Speaking ,Writing & Teams</p>	<p>General Education Evaluation Teams and Taskforce</p>
October 2004	<p>Form problem solving FACS team and initiate process for selecting measurement strategies</p> <p>Consultant Dr. Jane Hunter returns to campus to work with General Education Taskforce and FACS teams on assessment plans</p>	<p>G & C</p> <p>G & C</p>	<p>Assessment Taskforce</p> <p>General Education Taskforce members and FACS teams members</p>	

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September 2004	Meet with program instructors on as-needed basis to discuss revisions to matrices	P & C	Co-chairs, Deans & instructors	
September 2004	<p>Four FACS teams meet to continue planning measurement.</p> <p>General Education Taskforce addresses necessary catalog changes adopting new pages—mission and philosophy, general requirements, and uniform degree format.</p> <p>Compile year-end report for institutional assessment</p> <p>Sending program matrices revised drafts to consultants for further review.</p>	<p>G</p> <p>G, P, & C</p> <p>G, P & C</p> <p>P & C</p>	<p>Teams</p> <p>General Education Taskforce</p> <p>Co-chairs</p> <p>Program instructors and co-chairs</p>	<p>Send to Educational Services Committee in Fall, 2004 Educational Services Committee & President's Council</p> <p>Consultants & co-chairs</p>
September 2004	<p>Publish volume 5 of "The Learning Curve"</p> <p>Meet with General Education team leaders to initiate fall plan for team success</p>	<p>G, P & C</p> <p>G & C</p>	<p>Co-Chairs</p> <p>FACS Team Leaders & Co-chairs</p>	
Fall 2004	<p>Assessment Taskforce meets once a month. Membership is expanded to include: Student representatives, Director of Institutional Research, Director of Institutional Advancement and Library Director</p>	G, P & C	Taskforce Members	

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	<p>Learning Curve is published monthly</p> <p>Assessment Web page is added to College Website</p>	<p>G, P & C</p> <p>G, P & C</p>	<p>Co Chairs and Contributors</p> <p>Co Chairs and College Web Master</p>	<p>Updated in the future by the Assessment Coordinator and Web Master</p>
Fall 2004	<p>Assessment Taskforce meets once a month</p> <p>Publish "Learning Curve" assessment newsletter monthly</p> <p>Publish and display new poster monthly</p> <p>General Education Taskforce meets once a month</p>	<p>G P & C</p> <p>G P & C</p> <p>C</p> <p>G & P</p>	<p>Assessment taskforce members</p> <p>Co Chairs with input from Taskforce and others</p> <p>Co Chairs with input from Taskforce & others</p> <p>General Education Taskforce members</p>	
July 2004	<p>Meet with General Education Taskforce</p>	<p>G</p>	<p>General Education Taskforce that consists of Assessment Taskforce members, Division Deans, Vice President of Educational Services, and Executive Director of Institutional Advancement</p>	
Summer 2004	<p>Develop communication general education rubrics</p> <p>Compile assessment notebooks and plan fall in-service</p> <p>Meet with Mary Breslin in Chicago to clarify NCA report questions; learned of extension of focus visit to 2006-2007.</p>	<p>G</p> <p>G, P & C</p> <p>G, P, R</p>	<p>Taskforce co-chairs</p> <p>Taskforce co-chairs</p> <p>Taskforce co-chairs and VP of Educational Services</p>	

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May 2004	Report to NECC Board of Governors <ul style="list-style-type: none"> • General Education Mission & Philosophy • FACS • Roles • Timeline • General Education Plan • Standard Matrix • Learning Curve 	G, P, & C	Taskforce co-chairs	
	Seek input from Instructors about possible general education courses for the FACS	G & C	Taskforce Co-chairs	share results with General Education Taskforce
April-May 2004	Complete standard matrix page 1A for General Education	G	Assessment Taskforce	
March 2004	Attend Metro Community College in-service to learn about JCC's assessment plan and visit with other Nebraska community colleges about assessment	G	Taskforce members, Dean of Humanities and Vice President	
	Instructors define assessment for students in classes according to a handout provided by the taskforce.	C	Taskforce and NECC Faculty	
Jan.-Feb.	Develop a general education mission and philosophy statement. Review and revise general education goals.	G & C	Assessment Taskforce	
	Create "Learning Curve" as a news publication for NECC assessment	C	Taskforce Co-Chairs with input from members	Continue monthly publication of new issues

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2004	Poster Campaign	C	Taskforce Co-Chairs with input from members	new posters each month
	Apply for admission to Institute for General Education Reform in Rhode Island	G	Vice President, Taskforce co-chairs, Humanities Dean	Application was denied
Spring 2004	Formation of Assessment Taskforce	G P & C	Vice President of Educational Services	
	New taskforce meets on a weekly basis	G P & C	Taskforce members	

August 18, 2006