

## A Detailed Timeline of General Education Assessment<sup>1</sup>

Action	Responsible Parties	Timeline for Fall semester assessment	Timeline for Spring semester assessment
Confirmation of General Education Requirement and/or Thematic Area of Flexible Core for following AY	Committee on General Education, Coordinator of General Education	March	March
Notification of departments	Meetings between department chairs, Coordinator of General Education, and Assessment team to discuss departments' involvement in the assessment of general education courses during the next AY	April-May	April-May (previous academic year)
Selection of sections for assessment	Department chair and department assessment coordinator(s)	April-May	November-December
Informing of relevant instructors	Department chair and department assessment coordinator(s)	May, or upon hiring	December, or upon hiring
Consulting Meeting(s)	Interested departments, Assessment team, and/or General Education Coordinator	Early September	Early February
Confirmation of VSLOs for assessment	Department chair and/or department assessment coordinator(s) <sup>2</sup>	Early September	Early February
Section syllabus submission	Department chair and department assessment coordinator(s)	Early September	Early February
Selection of assignment(s) for assessment: Locally Developed Exam (LDE) or Performance Appraisal	Department chair, department assessment coordinator(s) <sup>3</sup> , and relevant instructors	September	February
Test Blueprint for LDE or Rubric Selection/Design for a Performance Appraisal	Department chair, department assessment coordinator(s) <sup>3</sup> , and relevant instructors	September	February
Assignment and/or Exam Finalization & submission to Gen Ed Coordinator	Department chair, department assessment coordinator(s) <sup>3</sup> , and relevant instructors	Early October	Early March
Submission of completed test blueprints and Assignment Alignment Worksheets <sup>4</sup>	Relevant instructors	Early October	Early March
Data Collection	Department assessment coordinator(s), relevant instructors	October through December <sup>5</sup>	March through May/June <sup>5</sup>
Submission of Data	Department assessment coordinator(s), relevant instructors	December <sup>5</sup>	May/June <sup>5</sup>
Analysis of results and submission to Gen Ed Coordinator	Department chair and/or department assessment coordinator(s)	Due the first week in March	Due the first week in October

<sup>1</sup> Timeline developed by the Brooklyn College General Education Coordinator

<sup>2</sup> As assessment of the General Education curriculum proceeds, the Committee on General Education and Coordinator of General Education will provide feedback to department chairs regarding program-level assessment of the general education program.

<sup>3</sup> The Office of Educational Research and Assessment and the Coordinator of General Education are available to facilitate, if desired by the department.

<sup>4</sup> Assignment Alignment Worksheets are a sound practice for providing evidence of validity.

<sup>5</sup> The assessment timing of courses depends on the course and department. The assignment(s) used for assessment may be administered at any time during the semester, but preferably after the consulting meetings (if applicable) and before faculty go off contract.