
General Education Assessment Checklist for Participating Faculty

Send all documents to Professor Caroline Arnold at CArnold@brooklyn.cuny.edu

Planning Phase (by January 29th, 2021):

- Department chairs:** Submit section participation to the General Education Coordinator

Phase I:

- Confirm section participation via your department chair or assessment coordinator (**by February 9th, 2021**)
- Attend orientation (**February 9th, 2021**)
- Confirm the SLOs to be assessed in your course (**by February 16th, 2021**)
- Submit your course section syllabus to the assessment coordinator (**by February 16th, 2021**)
- Assessment coordinators:** Send list of SLOs to the General Education Coordinator along with the course section syllabi (**by February 16th, 2021**)

Phase II* (by March 2nd, 2021):

- If using a performance appraisal to assess your students, identify the assignment(s) and rubrics being used for each course/section and complete the *Assignment Alignment Worksheet*.
- If using exam or quiz items to assess your students, identify the exams and/or quizzes being used for each course/section and complete the required test blueprint.

Phase III (by March 2nd, 2021):

- Submit your assignment, rubric and completed *Assignment Alignment Worksheet* to your assessment coordinator.
- Submit your test and/or quiz copy and completed test blueprint to your assessment coordinator.
- Assessment coordinators:** Send submitted *Assignment Alignment Worksheets*, assignments, rubrics, tests, and quizzes to the General Education Coordinator for archival.

**The General Education Coordinator is available for support and to schedule working sessions for these deliverables*

Phase IV (by May 25th, 2021)

- Conduct your assessments.

Phase V

- Submit assessment data to assessment coordinators or department chair (*by June 1st, 2021*)
- Assessment coordinators:** Submit analyzed assessment data to the General Education Coordinator (*by October 1st, 2021*)