**NCTA Campus-wide Annual Assessment Timeline**

**Student Learning Outcome Annual Assessment Timeline**

1) **Student Learning Outcomes Assessment Data Collection**
   a) **SLO Course Reports** (faculty reports to division heads; division heads to assessment committee chair by the following deadlines)
      i) Summer Session – September 15
      ii) Fall Semester – January 15
      iii) Spring Semester – June 1

   b) **Internship Survey Results** – September 15
      i) Divisions collect and summarize data, results to assessment committee by deadline

   c) **Annual Advisory Council Meetings** – date set by division
      i) Meeting agenda’s and minutes posted to common drive

   d) **Faculty and Staff Evaluations** – completed by April 15

   e) **Student Opinion Survey** – End of spring semester by graduating students
      i) Results summarized by Assessment Committee and distributed to appropriate divisions/units

2) **Division Summary Report of SLO Assessment** – July 15
   a) Examples of using assessment data for future decision making regarding budgetary needs and curriculum changes

3) **Division Budget Requests based on Assessment** – Fall Semester
   a) Operating Budget Requests
   b) Capital Equipment Improvement Requests
   c) IT Requests

4) **Curriculum Changes based on Assessment**
   a) Approved through Academic Council during Fall semester
   b) Catalog Changes due by January 1
**Student Services Assessment Timeline**

1) Data Collection – August to May
   a) Recruiting
      i) Number of schools visited
      ii) Number of conferences attended
      iii) Paid applications
      iv) Registered students
      v) Enrollment - 6 day count
   b) Retention
      i) Fall to Spring
      ii) 1st to 2nd year
      iii) Transfer students
   c) Employee training/personal development
   d) Student Opinion Survey - end of spring semester
      i) Financial aid, student services
   e) Staff Evaluations- 2Xyear

2) Unit Summary Report – July 15

3) Unit Budget Requests based on Assessment

4) Student Handbook and Catalog Changes – January 1

**Campus Facilities Assessment Timeline**

1) Data Collection – August to May
   a) Work orders
      i) Number of Work orders
      ii) Completion rate
      iii) Average time of completion
   b) Human Capital report
      i) How much time is spent
   c) Utilities using staff time
      i) Boiler Usage-Efficiency collection
      ii) Daily time spent on boilers
   d) Paid Invoice/P Card transactions
      i) % paid on time
   e) Internal and external deadlines
      i) % of on-time completion
   f) Training
      i) % of each department trained in required areas
   g) Preventative Maintenance schedule and reports on percentage completed in a timely manner annually
   h) Student Opinion Survey – end of spring semester
      i) Staff Evaluations- 2Xyear

2) Unit Summary Report – July 15

3) Unit Budget Requests based on Assessment

4) Staff Handbook Changes – January 1