

New York City College of Technology

Assessment Deliverables/Required Meetings (*updated September 2018*)

Fall Semester	Description
School Assessment Committee Meeting	<ol style="list-style-type: none"> 1. Three meetings are held in the fall, convened by the Dean. 2. AIR and Faculty Co-Chairs must be in attendance. 3. Meetings should be scheduled during Club Hours.
School Assessment Committee Planning	<ol style="list-style-type: none"> 1. School Deans, Assessment Faculty Co-Chairs, and AIR should meet a least 7 days prior to the scheduled School Assessment Committee Meeting to finalize the meeting agenda
General Education Assessment	<ol style="list-style-type: none"> 1. Per the <i>2018-2025 General Education Assessment Timeline</i> (located on the AIR website <i>Academic Assessment Handbook</i>, and <i>General Education Workbook</i>). 2. Data Collection semesters will include: <ul style="list-style-type: none"> • General Education Assessment Planning and • Content Validity Meeting
General Education Assessment Report	<ol style="list-style-type: none"> 1. Faculty conducting Gen Ed Assessment should place the report generated from TK20/Watermark on the S-drive 2. Faculty liaisons should schedule a time to discuss their department's General Education results with the department chair
Inter-rater Reliability Meeting	<ol style="list-style-type: none"> 1. Faculty participating in the General Education Assessment data collection from the spring semester would be encouraged to attend this meeting, which enables us to establish reliability (which is required by accreditation standards)
Program Assessment	<ol style="list-style-type: none"> 1. Ensure the <i>Program Level Assessment Planning</i> document is updated and stored on the S-drive in the Program Assessment Planning folder 2. Collect data, as indicated on the <i>Program Level Assessment Planning</i> document 3. Share results with department chair and faculty 4. Adhere to the schedule on the <i>Program Level Assessment Planning</i> document for the: <ul style="list-style-type: none"> • <i>Improvement Planning Meeting</i>, • <i>Train Faculty to Implement Improvement Strategies</i> and • <i>Implement Improvement Strategies</i>
Program Assessment Report	<ol style="list-style-type: none"> 1. Assessment liaison should submit a copy of the updated report to the School Dean, AIR, and Faculty Assessment Committee Co-Chairs 2. A copy of the report should be placed on the S-drive in the Program Assessment Report folder for the degree program 3. Data should be placed on the S-drive and archived per the <i>Assessment Data Backup and Retention Policy</i>
Critical Course Assessment	<ol style="list-style-type: none"> 1. Ensure the <i>Critical Course Assessment Planning</i> document is updated and stored on the S-drive in the Critical Course Assessment Planning folder 2. Collect data, as indicated on the <i>Critical Course Assessment Planning</i> document 3. Share results with department chair and faculty 4. Adhere to the schedule on the <i>Critical Course Assessment Planning</i> document for the: <ul style="list-style-type: none"> • <i>Improvement Planning Meeting</i>, • <i>Train Faculty to Implement Improvement Strategies</i> and • <i>Implement Improvement Strategies</i>
Critical Course Report	<ol style="list-style-type: none"> 1. The assessment liaison should submit a copy of the updated report to the School Dean, AIR, and Faculty Assessment Committee Co-Chairs 2. A copy of the report should be placed on the S-drive in the Critical Course Assessment Report folder for the degree program 3. Data should be placed on the S-drive and archived per the <i>Assessment Data Backup and Retention Policy</i>

Spring Semester	Description
College-wide Assessment Evaluation Meeting	<ol style="list-style-type: none"> 1. Critical and/or Program Reports are evaluated during the spring semester. 2. This MSCHE Standard V.5 (assessing the assessment) required meeting is scheduled during the second half of the semester, where a faculty peer evaluation is conducted per the schedule indicated in the <i>Academic Assessment Handbook</i>
School Assessment Committee Meeting	<ol style="list-style-type: none"> 1. Two meetings are held during the spring, convened by the Dean. 2. AIR and Faculty Co-Chairs must be in attendance. 3. Meetings should be scheduled during Club Hours.
School Assessment Committee Planning	<ol style="list-style-type: none"> 1. School Deans, Assessment Faculty Co-Chairs, and AIR should meet a least 7 days prior to the scheduled School Assessment Committee Meeting to finalize the meeting agenda
General Education Assessment	<ol style="list-style-type: none"> 1. Per the <i>2018-2025 General Education Assessment Timeline</i> (located on the AIR website <i>Academic Assessment Handbook</i>, and <i>General Education Workbook</i>). 2. Data Collection semesters will include: <ul style="list-style-type: none"> • General Education Assessment Planning and • Content Validity Meeting
General Education Assessment Report	<ol style="list-style-type: none"> 1. Faculty conducting Gen Ed Assessment should place the report generated from TK20/Watermark on the S-drive 2. Faculty liaisons should schedule a time to discuss their department's General Education results with the department chair
Inter-rater Reliability Meeting	<ol style="list-style-type: none"> 1. Faculty participating in the General Education Assessment data collection from the fall semester would be encouraged to attend this meeting, which enables us to establish reliability (which is required by accreditation standards)
Program Assessment	<ol style="list-style-type: none"> 1. Ensure the <i>Program Level Assessment Planning</i> document is updated and stored on the S-drive in the Program Assessment Planning folder 2. Collect data, as indicated on the <i>Program Level Assessment Planning</i> document 3. Share results with department chair and faculty 4. Adhere to the schedule on the <i>Program Level Assessment Planning</i> document for the: <ul style="list-style-type: none"> • <i>Improvement Planning Meeting</i>, • <i>Train Faculty to Implement Improvement Strategies</i> and • <i>Implement Improvement Strategies</i>
Program Assessment Report	<p><i>This annual report is due during the fall semester</i></p>
Critical Course Assessment	<ol style="list-style-type: none"> 1. Confirm department's critical course(s) and notify School Dean and AIR of any changes and submit <i>Critical Course Rationale Form</i> to AIR and place on the S-drive in the Critical Course folder. 2. Ensure the <i>Critical Course Assessment Planning</i> document is updated and stored on the S-drive in the Critical Course Assessment Planning folder 3. Collect data, as indicated on the <i>Critical Course Assessment Planning</i> document 4. Share results with department chair and faculty 5. Adhere to the schedule on the <i>Critical Course Assessment Planning</i> document for the: <ul style="list-style-type: none"> • <i>Improvement Planning Meeting</i>, • <i>Train Faculty to Implement Improvement Strategies</i> and • <i>Implement Improvement Strategies</i>
Critical Course Report	<p><i>This annual report is due during the fall semester</i></p>