Herkimer
THE STATE UNIVERSITY OF NEW YORK

Academic Assessment Systematic Plan

Student Learning Outcomes Assessment with Timeline			
Activity	**Purpose and Process**	**Administration**	**Report Date**
Program Review	Improve academic programs based on the collection, analysis and use of program assessment results and achievement of program goals over a five year period. An Academic Program Review Procedures Checklist and outline are available through Academic Division offices, the IE Office and in the HCCC Assessment Handbook in HerkimerGO. See Procedures documents.	Annual Associate DOAA	5-year cycle – due May of the given academic year
PLO Assessment (Program Learning Outcomes)	Improve the learning process based on collaborative collection, analysis and use of student learning outcome assessment results. PLOs are measured annually on a rotating cycle of one per year as determined by program faculty. A reporting form is submitted by the Faculty Assessment Lead submits the PLO reporting form at the beginning of each academic year, stating the PLO being measured and the assessment method to be used that year. PLO reminders are shared in January and assessments recorded in May. Results are reported and analyzed during Assessment Day at the beginning of the next academic year.	Annual	May - record results August – reporting & CTL
Program Map Review and Revision (also called curriculum map)	Improve program documentation, aligning ILOs, PLOs, and Gen Ed Outcomes. Ensures documented and aligned program assessments assist in program development and/or revision of the program to achieve institutional SLO assessments. Initial program maps are created upon proposal of any new program. Reviewed and/or revised biannually, or additionally as needed.	Annual	Fall Assessment Day
Course Outline Review and Revision (SYLLABUS)	Ensures improvement and consistency in objectives and expected SLOs per course; used as reference and must be included in unique faculty syllabi; assists instructors in designing syllabi for the course; used as an affidavit of course content for transfer institutions; currently (3/19) course outlines are on their last cycle, to be replaced by syllabus	AD assigns review &/or revision to appropriate faculty in Fall	Posted by Division clerical assistants in June of each cycle

	templates. (Course outlines are created upon proposal of a new course.) Course Outlines are available through Academic Division offices and posted to MyHerkimer and the Assessment Handbook.	semester - 2 year cycle	
CLO Assessment (Course Learning Outcomes)	Faculty assess SLO's for each class per semester, documenting in the Assessment Handbook reporting form (Step #4 – CLO Assessment folder) the number of students achieving each level indicated. Desired achievement level is 78 – 100%. Faculty discuss outcomes at Assessment Day and CTL for each. (Step #5– CLO Assessment folder)	Every semester	After final exams in fall and spring semesters
Gen Ed Assessment (SUNY General Education Outcomes)	General Education SLOs are assessed on a three-year cycle, during the academic assessment period each Spring semester. A hard-copy rubric is distributed to each instructor for all SUNY approved courses listed under the Gen Ed competency category in the given year's cycle. See the Cycle document and the Gen Ed approved courses in the HCCC Assessment Handbook in HerkimerGO. Results shared for feedback on Assessment Day.	Cycles A, B and C include 3-4 Gen Ed categories; one category per year; each competency on a 3 year cycle	Each spring semester, due by the end of June
ILO Assessment (Institutional Learning Outcomes)	The College measures student achievement rates for institutional learning outcomes that were developed collaboratively with faculty and department leaders. Faculty align ILO competencies with course learning outcomes as appropriate. (See ILO alignment chart in HCCC Assessment Handbook in HerkimerGO) ILO hard-copy rubrics are distributed by the IE Office March – April to assess the given ILO. Outcomes are shared with faculty, department leaders, EC, and in the IE Report Card, annually.	One ILO per year; 5 year cycle	Each spring semester, due by June
Fall Assessment Day	Scheduled CLO, PLO, ILO, Gen Ed, Program Review and accreditation activities that provide real time opportunities for establishing, analyzing, improving, and/or documenting assessment results and plans for on-going improvement. See agendas.	Annual	August
Spring Assessment Day	Scheduled CLO, PLO, ILO, Gen Ed, Program Review and accreditation activities that provide real time opportunities for establishing, analyzing, improving, and/or documenting assessment results plans for on-going improvement. See agendas.	Annual	January