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)