

## **Reporting Instructions and Timeline:**

### **For Instructors of Record teaching CORE CURRICULUM COURSES:**

NOTE: IF YOU ARE AN INSTRUCTOR OF RECORD FOR A CORE CURRICULUM COURSE THAT HAS A COURSE COORDINATOR, BE SURE TO FOLLOW ASSESSMENT AND REPORTING INSTRUCTIONS AS PROVIDED BY THAT COORDINATOR. DON'T KNOW IF YOUR COURSE HAS A COURSE COORDINATOR? ASK YOUR DEPARTMENT CHAIRPERSON.

Instructors of Record should administer the assignment to be assessed in the second half of the fall 2017 term. Unless otherwise directed by their Course Coordinators, Instructors of Record should record assessment results and submit those results to their Foundational Component Area chairpersons. The Core Curriculum Committee requests that Instructors of Record use a standard Assessment Reporting form, available in the menu options to the right. To access that form, please click on the link titled "Core Curriculum Assessment Reporting Spreadsheet." The Spreadsheets are organized by Foundational Component Area. Download the spreadsheet. Find your course. Enter the data corresponding to the numbers of assessments scored at a 4, at a 3, at a 2, and at a 1. Save the document. **Email the document to your Foundational Component Area Chairperson.** The deadline to submit Assessment Reports is December 7\*, 2017.

### **For Instructors of Record teaching MULTICULTURAL COURSES:**

Instructors of Record should administer the assignment to be assessed in the second half of the fall 2017 term. Instructors of Record should assess the assignment using the Multicultural Rubric available in the menu options to the right. Instructors of Record should record assessment results and submit those results to Dr. Aliza Wong, Chairperson of the Multicultural Committee. Instructors of Record should use a standard Assessment Reporting form, available in the menu options to the right. To access that form, please click on the link titled "Multicultural Assessment Reporting Spreadsheet." Download the form. Find your course. Enter the data corresponding to the numbers of assessments scored at a 4, at a 3, at a 2, and at a 1. Save the document. **Email the document to [Dr. Aliza Wong](#), Chairperson of the Multicultural Committee.** The deadline to submit Assessment Reports is December 7\*, 2017.

\*If you plan to use a final exam as the assignment you will assess for your Core and/or Multicultural reporting purposes, please contact your Foundational Component Area or Multicultural Area Chairperson **prior to** December 7<sup>th</sup> to inform that person of the date by which you will submit your data.