

Core Curriculum and Multicultural Courses: Assessment and Reporting

Instructors of Record for courses in the Core and Multicultural areas are required to conduct specific assessments in their courses and report the data forward. Beginning with the Fall 2017 term, the assessment and reporting procedures will be as follows:

1. Two weeks prior to the start of term:

- [Chair of the Core and Multicultural Curriculum \(CMC\) Committee](#) contacts all department chairs and school directors reminding them of which Core and Multicultural courses are in their units and explaining the required assessment and reporting procedures for those courses.

2. One week prior to the start of term:

- FCA Chairs contact all IoRs of courses in their areas reminding them that they are teaching a course with Core or Multicultural designation and providing them with the required procedures for assessment data reporting associated with that status.

3. Two weeks prior to the end of term:

- FCA Chairs send reminders to all IoRs about deadline requirements and procedures for upcoming assessment data reporting.

4. One week following the end of term:

- Assessment data from IoRs due to FCA Chairs.

5. Two weeks following the end of term:

- FCA Chairs send additional request to respective department chairs and school directors for submission of any missing assessment data, copying CMC Chair and Co-chair

6. Three weeks following the end of term:

- FCA Chairs make final report on missing course assessment data to CMC Chair, who will contact department chairs and school directors directly with a final request.

| |
|---|
| <p>Courses in the Core and Multicultural areas may be slated for removal from the Core and Multicultural areas if assessment data is not provided for terms in which the course was offered.</p> |
|---|