



ASSESSMENT AND CURRICULUM DEPARTMENT and PROGRAM REVIEW: DEPARTMENT PLAN

Part 1: Department Mission Statement

The mission of the Assessment and Curriculum Office is to provide faculty and staff timely, quality service in systematically assessing student learning and developing and revising curriculum and academic programming for student success.

Part 2: Strategic Plan Connection

- [Student-Ready College](#)

Part 3 and 4: Goals/Outcomes and Activities

GOAL 1: Complete the current Assessment Cycle with 95% of identified courses participating in Program Learning Outcome or AA Learning Outcome program assessment.

- Activities:
 - In AY 2025-26, Assessment and Curriculum Office will lead curriculum and assessment workshops at least once per term as well as on demand by constituents. Assessment and Curriculum Administrator will attend occasions such as Assessment Day, department “start of year” meetings, chair meetings, and committee meetings for training and outreach. In conjunction with these efforts, the Assessment and Curriculum Office will produce training documentation to empower faculty in implementing assessment rubrics, accessing and understanding the data.
 - In AY 2025-26, Assessment and Curriculum Office will create a data-driven solution to track Program Learning Outcome or AA Learning Outcome program assessment and monitor completion rates.
 - In AY 2025-26, Assessment and Curriculum Office will create a calendar or other infographic on employee intranet (or, as needed, on the public-facing website) to illustrate the course assessment and curriculum development cycle, to facilitate the selection by faculty of which courses to assess by term and AY and to clarify the curriculum process. Assessment and Curriculum Office will publish the dates selected by programs for assessment efforts in AY 2025-26 and AY 2026-27.
 - Assessment and Curriculum Administrator will collaborate with the Research and Data Analyst in Institutional Effectiveness to consolidate data and make college-wide, department, and program-specific results readily available throughout each term.

GOAL 2: By June 2030, establish and maintain a structured 5-year curriculum review cycle ensuring that 100% of all active courses and programs undergo systematic review for alignment with academic standards, industry relevance, and learning outcomes.

- Activities:
 - Assessment and Curriculum Office will develop and begin to implement a communications plan in AY 2025-26 for outreach to departments, programs, faculty and other constituencies to garner support for a regular course and program curriculum review.
 - Assessment and Curriculum Office will identify partners at the department or program level to collaborate in developing a schedule of course review and incorporate feedback on how to streamline the CourseLeaf process throughout AY 2025-26 and AY 2026-27.
 - Based on input collected at Assessment Day 2025, Assessment and Curriculum Administrator will create and post a calendar of the course and program review cycle to be posted to campus intranet. Assessment and Curriculum Administrator will subsequently maintain this calendar.
 - Assessment and Curriculum Administrator will collaborate with Curriculum Committee during AY 2025-26 meetings on planning training(s) to facilitate their review of documentation as part of the effort to streamline review of existing courses.

Part 5: Measurement Tool and Timeline

GOAL 1: Complete the current Assessment Cycle with 95% of identified courses participating in Program Learning Outcome (PLO) or AA Learning Outcome (ALO) program assessment.

Metric (What is Being Measured)	Measurement Tool / Method	Timeline (When It Is Measured)	Target
Percentage of identified courses participating in program-level assessment	Institutional Effectiveness assessment tracking database	End of each academic year (AY 2025-26, AY 2026-27, AY 2027-28)	Cumulative 100% by AY 2027-28
Number of assessment workshops and faculty training sessions delivered	Training attendance logs and workshop evaluation forms	Once per term beginning Fall 2025	3 workshops a year
Consolidation and distribution of PLO/ALO results	Reports developed in collaboration with Institutional Effectiveness and the LOA committee	Biannually – Fall and Winter, beginning Fall 2026	2 reports on every General Education and Discipline Students outcome per year. One report per year on each CTE program

GOAL 2: By June 2028, establish and maintain a structured 5-year curriculum review cycle ensuring that 100% of all active courses and programs undergo systematic review.

Metric (What is Being Measured)	Measurement Tool / Method	Timeline (When It Is Measured)	Target
Percentage of active courses and programs reviewed per year	CourseLeaf reports and Curriculum Committee review logs	Annual measurement each Spring (AY 2026-27 through AY 2029-30)	Cumulative total of 100% of courses and programs reviewed by AY 2029-2030
Evidence of curriculum changes or updates following review	Approved CourseLeaf proposals and meeting minutes	Ongoing; summarized annually in Curriculum Review Report (starting AY 2026-27)	Approximately 20% of courses/programs reviewed annually