FACULTY LEARNING ASSESSMENT eLumen TIMELINE

**FALL**

- **Week of Convocation**
  - 1. Meet with disciple to discuss CSLOs or identify any changes with CSLOs
  - 2. Make appropriate changes to own assessments or discipline common assessments

- **Week After Census**
  - 1. Verify the CSLOS & confirm course sections
  - 2. Load assessments, if not using discipline common assessments
  - 3. Complete LAVC improvement survey if selected for review in previous spring

- **During Each Term**
  - 1. Score assessments during term
  - 2. Complete scoring by Final Grade due date
  - 3. Participate in Fall SAC Scores: Assessment Day
  - 4. Selected faculty are notified by LAVC if assessments will be reviewed in spring

- **End of Term**
  - 1. Verify with Coor/DAR you show as complete on the Faculty Participation Report
  - 2. Run Fall SLO by Term Report for Spring SAC Scores: Assessment Day

**SUMMER**

- **During Each Term**
  - 1. Score assessments during term
  - 2. Complete scoring by Final Grade due date

**SPRING**

- **Week After Census**
  - 1. Verify the CSLOS & confirm course sections
  - 2. Load assessments, if not using discipline common assessments

- **During Each Term**
  - 1. Score assessments during term
  - 2. Complete scoring by Final Grade due date
  - 3. Participate in Spring SAC Score: Assessment Day

- **End of Term**
  - 1. Verify with Coor/DAR you show as complete on the Faculty Participation Report
  - 2. Run Spring SLO by Term Report for Fall SAC Scores: Assessment Day
  - 3. Review recommendations of LAVC (if selected)

For support with eLumen, contact the Office of Integrated Planning and Performance Excellence Learning Assessment Team sac-slos@alamo.edu

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