

SAC Scores-Instructions

Role: CHAIR/Representative from Department

Friday, September 21st—SAC Scores: Assessment Event

1. By the afternoon, your Coordinators/DARS will bring you a completed discipline envelope when tasks are complete. The front of the envelope lists required documents to be included. Please ensure all documents are in the envelope from each discipline.
2. Each discipline completed Year-End Analysis Questions in Weave. Please review those answers to help you complete the same questions under your Departmental Weave section. **Link:** [Access-and-Enter-Responses-to-2017-2018-Year-End-Analysis-Questions](#)

Once you have answered the questions, print the 2017-2018 Analysis Answers Report by Question and place into the Chair's Envelope. **Link:** [Print-the-2017-2018-Analysis-Answers-Report-by-Question](#)

3. **Attend the 3:30-5:00pm: Academic Report Out, Led by Academic Deans: MLC 4th Floor. Please use the Weave document you just completed for your envelope to report out on your department. The Deans will use your report out to complete their own analysis to present to the VPAS.**

Bring the following to be collected by IPPE Team:

- Discipline Envelope from each of your departmental disciplines ensuring that all content is included.
- This "Chair/Representative from Department" Envelope (with the departmental Weave document included)

**All work is due September 21st in the Report Out Session