



LEMOYNE-OWEN COLLEGE ANNUAL ASSESSMENT CALENDAR

SACSCOC STANDARD	WHAT	WHO	WHEN	ASSESSMENT METHOD	DUE DATE
2.1	Institutional Mission	Board of Trustees, Communications, OIT	Annual	Mission Review evidence <i>*Agenda and Minutes provided by Board Liaison to IREC</i> Published on: Website, Handbooks & Catalog	May
3.1.b	Coursework for Degrees	Registrar	As needed Annual	List of all Majors and Minors Update: Catalog & LOC Website (Programs & CIP Codes)	May
4.1	Governing Board Characteristics	Board of Trustees, Board Liaison	As needed	A list of the names of all board members with their occupations, terms of office, and their contractual, employment, personal, or familial financial interests in the institution Bylaws, charter, articles of incorporation, enabling statute, or other documentation to establish the legal authority of the governing board. Minutes of governing board meetings and executive committee meetings. Documents used in ethics training and for conflict-of-interest disclosures of board members – signed conflict of interest forms Evidence on how board	

				members receive orientation to their duties.	
4.2.a	Mission Statement Review	Board of Trustees	Annual	Review current statement as a standing agenda item, record findings in minutes <i>*Agenda and Minutes provided by Board Liaison to IREC</i>	May
4.2.c	CEO selection and Evaluation	Board of Trustees	Annual As needed	CEO Evaluation Form Completed and filed in President's Office Board Minutes dealing with CEO selection, Details on the process used for CEO selection	Feb
4.2.d	Conflict of Interest	Board of Trustees/HR	Annual	BOT Signed Conflict of Interest forms provided to IREC by HR	October
4.2.g	BOT Self-Evaluation	Board of Trustees/Survey Administered. IREC sends survey to Board Liaison and compiles results	Annual	LOC Board of Trustees Self-Evaluation survey administered by IREC in conjunction with the Board Liaison. Results are compiled by IREC and submitted to the Board of Trustees. BOT record findings in minutes.	May
5.1	Chief Executive Officer	President/HR	Annual As needed	Revised organizational Chart Job description of the president	September
5.2.a	CEO Control	President	Annual	Fiscal Oversight – Meeting minutes with CFO Administrative Affairs Oversight – Meeting minutes with his/her Executive Team Evidence provided of one-on-one meetings with VPs to discuss unit operations and goals – projects approved across campus Performance Reviews of the Executive Committee Evidence of oversight of Education – meetings with PVPAA, Board approvals for Program changes, MOUs, Partnerships etc.	Every Semester Every Semester Every Semester November Every Semester

				*Evidence to include agenda and minutes of all official meetings	
5.2.b	Control of Intercollegiate Athletics	President/Athletics Director	Annual	Meeting evidence with the Athletics Director Evidence of President's oversight of functioning and budget of Intercollegiate Athletics *Evidence to include agenda and minutes of all official meetings Relevant standards of the most recent compliance reports addressing athletics oversight, such as reports from internal audits, or external bodies such as the SIAC-NCAA.	Every Semester
5.2.c	Control of fund-raising activities	President/OIA	Annual	Evidence of oversight of fundraising activities 8/07 Day and other fund-raising initiatives by the President Memos, minutes, and/or written correspondence establishing the role of the CEO in exercising control over fund raising. Policy and procedure statements or manuals on fundraising.	June
5.3	Institution-Related Entities	OIA -AVP	Annual	LOCNAA By-Laws – Updated Organizational Chart	May
5.4	Qualified administrative/ academic Officers	President/HR	Annual	Current Resumes of all administrative/academic officers (Executive Team, Division Chairs, SACSCOC Liaison) Position descriptions and details as to appropriate qualifications for each person to be reviewed	As needed
5.5	Non-Faculty Personnel Evaluations	VPs and Supervisory Staff	Annual	Staff Evaluation via ADP. Submitted to HR Director	Spring

				Updated Employee Handbook Trainings: FERPA, Title VII, Title IX	As needed Fall & Spring
6.1	Full-Time Faculty	PVPAA	Annual	List of Full-time and Part-time Faculty Full-time faculty by Rank and Tenure-Status New Hires – Qualifications based on Faculty Handbook FSSE and NSSE Reports Faculty Load Reports Scholarship, Service and Research activities by Division	October October & February May
6.2.a	Faculty Qualifications	PVPAA, Division Chairs	Annual	Faculty Rosters	October February
6.2.b	Program Faculty	PVPAA and Division Chairs	Semester	Faculty Load Reports	October February
6.2.c	Program Coordination	PVPAA	Annual	Updated list of Program coordinators Current resumes and transcripts for the coordinators	September As needed
6.3	Faculty appointment and Performance Evaluations	Division Chairs and PVPAA	Semester Annual	Course evaluations completed by students each semester Faculty self-evaluations completed annually, and Division Chair Rubric Score Evaluations submitted to Provost/VPAA – Updated Faculty Evaluation Manual *Job descriptions for new hires, complete appointment package for position subject to the appointment and evaluation policy – Faculty Handbook	November & April October April As needed

6.5	Faculty Professional Development	PVPAA, IREC	Annual	Self-reporting via e-mail to IREC; newsletter/blog posted on institution's website and disseminated via e-mail Descriptions of ongoing professional development activities supported by the institution Evidence that members of the faculty are involved in professional development Description of how faculty share their professional development experience with other members of the faculty or external groups	May
7.1	Institutional Planning	All hands-on Deck. *Strategic Plan	Annual	*LOC Planning and Effectiveness Manual Goal Setting/Planning • Budget Plans • Operational Plans Assessment • Strategic Plan – Institutional Outcomes Assessments • Strategic Plan Report Card – Divisional Reviews, Cabinet and Board Reports • Staff Performance Appraisal/ Faculty Evaluations Student Learning Outcomes • SOAPS • External Assessments Minutes from board meetings, Executive Committee meetings, IPAC, ad hoc committees and task forces (or other similar documents) that show that planning and evaluation are taken seriously and that	Feb September May May As needed

				there is broad involvement.	
7.2	Quality Enhancement Plan	VPSA/QEP director and Taskforce	Semester	Assessment reports/Report card of strategies laid out in the QEP plan Summaries presented to IPAC every semester Data/Evidence provided to support the assessments	April August November
7.3	Administrative Support Outcomes (Strategic Plan Objectives)	All administrative units: • Office of the President • Institutional Advancement • Student Affairs • Finance • Academic Affairs – Including all Divisions • Information Technology • Administrative Services • Athletics • Alumni Affairs • Communications /PR • Cybersecurity • Human Resources • IREC	Annual	Assessment method dependent upon the department's goals; data should be reported to IREC Budget Plans Operational Plans Assessment Reports	Feb September May
8.1	Student Achievement Measures	Student Achievement Task Force	Annual	IPEDS data, Faculty/staff reporting on student success rates compiled by IREC; task force meets at the conclusion of each academic year to discuss any needed changes to the measures, thresholds, or target goals Student Achievement Data published on the LOC website	May
8.2.a	Student Outcomes - Educational Programs	All Faculty and Standing Committee on Assessments	Semester	Course Assessment Forms completed by all faculty; Program Assessment Forms completed by program chairs; all submitted to IREC	May

				*Program Assessment Manual • Program Learning Outcomes for each Program and curriculum maps • Performance Indicators • Benchmark Evidence Schedules • Annual Program Assessment Reports • Evidence/Documentation	
8.2.b	Program Outcomes - General Education	Gen-Ed Coordinator, All Faculty who teach Core Courses	Semester	Course Assessment Forms completed by all faculty; Program Assessment Forms completed by program chairs; all submitted to IREC *Gen-Ed Assessment Manual • Assessment and Effectiveness Measures Charts – Gen-Ed Competency assessment • Course Syllabi identifying the Core Competencies being assessed	May
8.2.c	Student Outcomes: Academic and Student Support Services	• Career Services • Registrar • Financial Aid • Student Retention Center • Admissions • Library • Student Activities • Residence Life • Disability Services • Counseling	Annual	Assessment method dependent upon the department's goals; data should be reported to the IREC office via e-mail by the deadline Budget Plans Operational Plans Assessment Reports Evidence can include: • Student Satisfaction Surveys conducted by Director of Admissions, Student Activities, Academics, Office of Student Retention, Library • Data provided by each unit to support the set outcomes	Feb September May

9.1, 10.4	Curriculum Evaluation	Division Chairs	Annual	Utilize catalog degree pages and PLO-SLO alignment to evaluate individual courses; utilize current market research to ensure maintaining discipline currency; record findings in Division meeting minutes	As needed: Copies of Division minutes should be provided to IREC
10.8	Evaluating and awarding academic credit – not originating from the institution	PVPAA, Registrar	Annual	Policies for awarding credit from other institutions Approval process	May
10.9	Cooperative Academic Arrangement	PVPAA, Registrar	Annual Semester	Greater Memphis Consortium Agreement – CAO Annual Review Student evaluation of course taken at another College/University Student Transcript with course taken at another institutions Student Consortium agreement form Student Application to take course at another college/university and detailed class information	May December and May
11.1, 11.2, 11.3	Adequacy of Staff and Resources	Library Personnel	Annual	Student Satisfaction Surveys Library Surveys LOC Book Collections by Division and Program Forms: Materials recommendation forms, Reference Assistance, Research needs Library Research Committee agenda and minutes Library policies e.g., Collection Development Policy Updated resumes for the	Annual data report due for 8.2.c in May



				Library Staff Organizational Chart for the Library Workshop registrations Any library agreements e.g., Reciprocal Agreement Portals and Databases	
12.1	Academic and Student Support Services	VPSA/PVPAA	Annual	List of all academic and student support services and documentation Updated Manuals and Handbooks e.g., Student Handbook, Resident Assistant Manual Updated Policies for Student Affairs – Policies and Procedures Manual or Student Handbook List of all Student Affairs Staff and their qualifications (Name, title, responsibilities, educational qualifications, professional experience)	July
12.2	Student Support Services Staff	VPSA	Annual	Updated organizational chart for Student Affairs Job descriptions and updated resumes Details related to professional growth and training activities	July
12.4	Student Complaints	VPSA	Semester	Updated log of written student complaints and resolution	May December
12.5	Student Records	Registrar, OIT	Annual	Documentation that faculty and staff are trained regarding policies on confidentiality, Integrity, and security of student records. Security measures adopted by the institution that apply to the protection and backups of data	As needed

				Documentation of data backup procedures The policies and procedures governing student records, their security, integrity, and confidentiality, their use, and their release.	
12.6	Student Debt	Director of Financial Aid	Semester	Report of Financial Literacy Programs/workshops for students Student Connection evidence of helping students address and manage debt Individual counseling evidence Entrance and exit counseling evidence	September February
13.1,13.2, 13.3	Financial Resources, Financial Documents, Financial Responsibility	CFO	Annual	Financial Audit Reports FY Budget Calendars Minutes documenting BOT approval of Budgets Updated Fiscal Policies and Procedures	July
13.6	Federal and State Responsibilities	Financial Aid Director, CFO, Registrar	Annual	FISAP Reports Reconciliation Report Summaries Audit Meeting Minutes & Agenda	June
13.7	Adequacy of Physical Facilities	Administrative Services IREC	Annual	Cafeteria Surveys, Facilities Survey Survey of faculty, Staff and Students Master Plan – Progress	May
13.8	Institutional Environment	Campus Safety Office of Compliance	Annual	Update Annually on the website: Emergency/Disaster Contingency Plan, Campus Safety Report, Annual Security and Fire Safety Report Two Fire Drills per Calendar year – Residential and classroom facilities	May



				Fire Inspection Report Active Shooter Training Disaster Recovery Training Crisis Intervention Plan OSHA 300 logs Material Safety Data Sheets (MSDS) – Division of Natural and Mathematical Sciences Workers Compensation, Property & Casualty, Cyber, Athletic and Umbrella Insurance Contracts – Aladdin Food Service, Worldwide Cleaning Services, Top Notch Security Inc., Air-One	
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