## 1. Project Worksheet and Timeline

<table>
<thead>
<tr>
<th>Task</th>
<th>Assigned to:</th>
<th>Date Due</th>
<th>Actions to Date</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revise Course Curriculum Document in CARP to include new ILOs</td>
<td>IT’</td>
<td>9/30/11</td>
<td>Course Document in CARP is revised to include ILOs</td>
<td>10/15/11</td>
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<tr>
<td>Provide training on new CARP form</td>
<td>CTE</td>
<td>10/1/11</td>
<td>3 Training sessions were offered in November. 2 Department trainings were held in December and January. Elaine offered two sessions on the new forms in CARP at the Faculty Learning Day in January.</td>
<td>Training launched 11/11 - ongoing</td>
</tr>
<tr>
<td>Incorporate ILO assessment in Program Review</td>
<td>Patti</td>
<td>8/25/11</td>
<td>ILO assessment required in PR</td>
<td>8/25/11</td>
</tr>
<tr>
<td>Develop and implement training in ILO assessment</td>
<td>Ric U</td>
<td>10/1/11</td>
<td>Because ILO assessment is part of course documents and Academic Program Review all training in assessment is including ILO assessment.</td>
<td>10/1/11 and ongoing</td>
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<tr>
<td></td>
<td>Sarah K</td>
<td>and continuing</td>
<td></td>
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<tr>
<td>Create and distribute posters and bookmarks, etc, to promote the new ILOs</td>
<td>Sarah K</td>
<td>10/1/11</td>
<td>Posters, stickies, and computer backgrounds are implemented.</td>
<td>1/6/12</td>
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<tr>
<td>Implement assessments and continue ongoing assessments</td>
<td>Programs</td>
<td>5/30/12</td>
<td>The programs doing APR this year are implementing their assessments during this Winter 12 semester.</td>
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<tr>
<td>Gather assessments done by programs</td>
<td>Curriculum Specialist and team</td>
<td>5/30/12</td>
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<tr>
<td>Create and implement discussion of meaning of data</td>
<td>Curriculum specialist</td>
<td>10/30/12</td>
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<tr>
<td>Track progress of ILO assessment projects from conceptualization through assessment of results of improvements made.</td>
<td>Curriculum specialist</td>
<td>Ongoing – tracking system in place 5/30/12</td>
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<tr>
<td>Provide yearly report of ILO assessment</td>
<td>Curriculum specialist</td>
<td>7/15/12</td>
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<tr>
<td>Establish General Education/ILO Team</td>
<td>Curriculum Specialist Patti</td>
<td>9/1/12</td>
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**NOTES:**