

The Steps and Timeline for the LALA Assessment in the Spring 2015

Individual Instructors' Responsibilities

- **Step 1:** Individual instructors will download the LALA Assessment Excel (LALA Assessment as XLS) from the website: <http://www.cnm.edu/programs-of-study/communication-humanities-and-social-sciences/chss-assessment>. If you wish to work from off campus but you don't have easy access to Excel, you could use Google Sheet (<https://docs.google.com/spreadsheets/u/0/>). This is a free alternative to Microsoft Excel, and you can import the downloaded Excel file.
- **Step 2:** Individual instructors will copy and paste their student information (i.e. first name, last name, and full student ID) onto the downloaded Excel file. For the step-by-step tutorial, refer to the PowerPoint file "*LALA Assessment Powerpoint Presentation*" available in the website.
- **Step 3:** Individual instructors will administer the pre-determined assessment in their class, and assess their student performance using the LALA rubrics. Those rubrics are available to download from the website by clicking the link "*Liberal Arts Degree Rubrics*."
- **Step 4:** Individual instructors will enter their assessment results onto the Excel file.
- **Step 5:** Individual instructors will send the completed Excel file to their department coordinator before **May 1** (Individual instructors' responsibilities pause at the end of Step 5 until there is a departmental strategy discussions for improving teaching and learning experience).

Department Coordinators' Responsibilities

- **Step 6:** Department coordinators will collect individual instructors' Excel files, and consolidate them into one departmental Excel file. In this consolidated departmental Excel, each sheet should represent each course. For example, data from five sections of one course would be compiled within one sheet. Contact the designated LALA coordinator for questions.
- **Step 7:** Department coordinators will send the compiled departmental Excel to the designated LALA representative by **May 1** (Department coordinators' responsibilities continue with analyzing and reporting for SAAC and with hosting departmental strategy discussions for improving teaching and learning experience).

LALA Coordinators' Responsibilities

- **Step 8:** Designated LALA coordinators will check for data accuracy, and contact individual instructors regarding any possible errors.
- **Step 9:** Designated LALA coordinators will send a) the Excel file and b) list of assessed courses and section numbers to the LALA Analysis Team by **May 15**.

LALA Analysis Team's Responsibilities

- **Step 10:** LALA Analysis Team will merge the Institutional Research data, analyze, and report back to department coordinators by **August 31**.