<table>
<thead>
<tr>
<th><strong>Curriculum Review</strong></th>
<th><strong>ASC Annual Reports</strong></th>
<th><strong>Foundation and Graduation Requirements</strong></th>
<th><strong>Department Reports</strong></th>
<th><strong>Support Unit Reviews</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responsible Parties for Specific Component</strong></td>
<td>* Academic Departments • CCAAC • IEC</td>
<td>* Sponsoring Department/Program Coordinator • IR (data)</td>
<td>* Faculty/Department Chairs • IEC (data) • IR (data)</td>
<td>* Directors/Unit Heads</td>
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<td><strong>Report Due</strong></td>
<td>* Report to CCAAC: October 7 • CCAAC Summary to IEC and VCI: October 15</td>
<td>* Report to Department Chairs: May</td>
<td>* June 30</td>
<td>* November 1</td>
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<td><strong>Included in what report(s)</strong></td>
<td>* Annual Department Reports • General Ed/AA Degree Reports • CCAAC End-of-Year Report</td>
<td>* End-of-Year Academic Department Reports</td>
<td>* Annual Reports and Program Reviews • End-of-Year Academic Reports</td>
<td>* Annual Reports and Program Reviews</td>
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<td><strong>Process</strong></td>
<td>* Every year, the IEC requires department to review 20% of their curriculum on currency, academic</td>
<td>* The following <strong>Foundation Requirements</strong> will be assessed every five years  o Written Communication  o Oral Communication  o Global and Multicultural</td>
<td>* At the end of the Academic Year, individual accomplishments and department goals are collected. These goals and accomplishments will be attached to the End-of-Year Department Reports due no later than June 30 of each year.  * End-of-Year Department Reports will include curriculum reviews (courses and</td>
<td>* Annual Reports:  * Unit Directors submit Annual Report (hard copy and electronic copy every year to the Chancellor. Send electronic copy to Media Coordinator for posting on website, and IEC Chair for recordkeeping.</td>
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rigor, and program needs

• A report is submitted to the CCAAC Chair via department representatives.
• A Summary of CCAAC action is submitted to the IEC.
• CCACC End-of-Year Report is submitted to Department Chairs for inclusion into End-of-Year Department Reports

year to the Department Chairs for inclusion in the Departmental End-of-Year Report.

Perspectives
  o Symbolic Reasoning

• The following Graduation Requirements will be assessed every five years:
  o Writing Intensive Courses
  o Computer and Information Literacy
  o Placement into Math 100 or completion of Math 25 with C or higher

• Academic Departments or designated individuals from the appropriate academic departments will determine when (within the five year period) the assessment will take place and how the assessment will be done.
• These departments or units will submit a report with action plans (hard and electronic copy) to the VCI and to the IEC Chair for recordkeeping

SLOs, any assessment done (ASC, General ED, AA degree or course level) during the reported academic year, and quantitative data relevant to the Academic Departments.
• Department Reports are due to the VCI by June 30.
• The VCI compiles the reports into the Annual Assessment/Program Review by November 1.
• The Program Review consolidates the Annual Reports from the last five reporting periods.

Program Reviews:
• Unit Directors submit Program Reviews (hard copy and electronic copy) every five years to the Chancellor. Send electronic copy to Media Coordinator for posting to the website, and IEC Chair for recordkeeping.
• The Program Review consolidates the Annual Reports from the last five reporting periods.