A. Assessment Cycle Reporting Requirement: An assessment report for each course in the Liberal Arts Essentials (LAE) distribution area must be generated once every three years. An assessment report for courses in the LAE core must be generated twice every three years.

B. The Vice Presidents of Academic Affairs and Graduate and Continuing Studies are responsible for ensuring that LAE courses offered during the terms of which they have oversight are assessed according to the reporting requirement.

C. For the traditional undergraduate program, the Vice President of Academic Affairs and the Division Coordinators will approve three-year LAE assessment cycles from department chairs and program coordinators that identify the faculty members responsible for generating reports and the terms in which reports will be generated. This information will be due March 20th of the last year of the previous cycle. For courses in the Muskingum Adult Program (MAP) and summer term, the Vice President of Graduate and Continuing Studies and the Division Coordinators will approve an assessment cycle from the Graduate and Continuing Studies Faculty Coordinator, as schedules become available. The Graduate and Continuing Studies Faculty Coordinator will identify the faculty members responsible for generating reports and the terms in which reports will be generated. The MAP assessment cycle will meet the reporting requirement detailed in (A).

D. The next three-year cycle will be Fall 2011-Spring 2014. Assessment reports are to be submitted to the Assessment Committee no later than 60 days after the end of each term (calculated from the date grades are due) or 30 days after the second stream assessment results are returned (whichever is later).

E. Division Coordinators and Department Chairs are responsible for communicating the LAE course goals and assessment plans to faculty in their units who teach LAE courses in the traditional undergraduate program. The Graduate and Continuing Studies Faculty Coordinator is responsible for communicating the LAE course goals and assessment plans to faculty who teach LAE courses in MAP and summer term.

F. The Assessment Committee will submit an annual report summarizing results and any changes undertaken as a result of assessment. This report will be submitted to the Vice President of Academic Affairs, the Vice President for Graduate and Continuing Studies, and the Division Coordinators. Concurrent with the first year of each new three-year assessment cycle, an ad hoc reflection and analysis committee will be appointed by the Vice Presidents of Academic Affairs and Graduate and Continuing Studies. The committee will use the LAE assessment results to evaluate the effectiveness of the assessment process, to evaluate the effectiveness of the LAE, and, when warranted, to make recommendations for improvements.