A. The reporting of assessment of each course in the Liberal Arts Essentials (LAE) will occur as follows: Assessment results must be provided for courses in the distribution areas once every three years and provided for courses in the core twice every three years.

B. Departments or programs will be charged with identifying both the faculty member and term for which a report will be generated for courses taught in the traditional undergraduate program. Graduate and Continuing Studies (GCS) will be charged with identifying both the faculty member and term for which a report will be generated for courses taught in the Muskingum Adult Program (MAP) and other nontraditional programs.

C. Department chairs and program coordinators will provide a three-year LAE assessment cycle (schedule of who will be assessing what course when) by March 20\textsuperscript{th}, 2011 for courses taught in the traditional undergraduate program. In future cycles, this information will be due March 20\textsuperscript{th} of the last year of the previous cycle (e.g., 2014 for the next cycle). Graduate and Continuing Studies (GCS) will ensure courses in the LAE distribution areas are assessed once every three years for courses taught in the Muskingum Adult Program (MAP) and other nontraditional programs and that courses taught in the Muskingum Adult Program (MAP) and other nontraditional programs in the LAE core are assessed twice every three years.

D. The first 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 official end of each term (calculated from the date grades are due) or 30 days after the second stream assessment results are returned (whichever is longer).

E. Department chairs and program coordinators are responsible for communicating the goals of each LAE course for which they are responsible to all faculty assigned to teach these courses for courses taught in the traditional undergraduate program. Graduate and Continuing Studies (GCS) is responsible for communicating the goals of each LAE course to all faculty teaching these courses in the Muskingum Adult Program (MAP) and other nontraditional programs.

F. After each three-year cycle, a yearlong reflection and analysis of the data collected will take place at the institutional level.