Divine Word College Assessment Communication Plan

Updated: 10-31-22

Audience	Timing	Key Issues/Descriptions	Channel	Frequency	Result	Responsibility of
DWC Community; particularly faculty evaluators	Beginning of Academic Year	Overall Assessment Plan; Semesterly faculty evaluator schedules (signature assign.)	Face-to-face; LMS Populi Group: "Assessment at DWC"	Every semester; August and January	Awareness of faculty evaluator assignments Institution wide discussion groups via College's LMS "Populi"	Assessment Committee Members
Academic Assessment Committee	Meetings start at the beginning of each Academic Year	Institutional Assessment	Face-To-Face LMS Populi Group: Academic Assessment Committee	Monthly	Discuss all assessment-related matters; share all decisions with the Faculty Senate, VPAA, etc.	Director for Institutional Effectiveness; Members of Academic Assessment Committee
DWC faculty	September; February	Signature assignments, rubrics, descriptions	Face-to-face LMS Populi Group: "Assessment at DWC"	Every semester	Communication between faculty who created signature assignment and those who evaluate it/them during a given project/cycle: avoid miscommunication/confusion/etc. Discussion opportunities via College's LMS "Populi"	Faculty; Chairs
DWC faculty	September to October; February to March	Consultation and Evaluation period	Director for Institutional Effectiveness posts and emails data: **online** LMS Populi Group:	Every semester	Seeking out recommendations for collected project data: spring or fall. Institution wide discussion groups via College's LMS "Populi"	Faculty; Chairs; Director for Institutional Effectiveness

			"Assessment at DWC"			
DWC faculty	October; March	Consultation and Evaluation Period: finalize recommendations.	Face-to-Face	Every semester	Finalize recommendations and submit to Director of Institutional Effectiveness via email or College's information system "Populi"	Faculty; Chairs; Director for Institutional Effectiveness
DWC Community	October; March	Finalize recommendations; publish	LOG; LMS Group Assessment at DWC"; Email	Every semester	Publish all final data reports and summaries to Populi; LOG; email out	Director for Institutional Effectiveness
DWC Community	May	Annual Assessment Reports	Chairs email Director for Institutional Effectiveness	Every year	Collect all "Annual Assessment Reports" for documentation purposes	Chairs; Director for Institutional Effectiveness