PLANNING
General Education Faculty Team(s) (re)convene to review, plan, design, or refine instruments and set or review achievement benchmarks (summer)

IMPLEMENTATION
Faculty member(s) determine which course assignment(s), map and review rubric(s) and achievement benchmark(s), and assess outcome(s) in course(s) (fall, winter, or spring)

USING RESULTS FOR CONTINUOUS IMPROVEMENT
Combined faculty teams review data and assessment processes, prioritize and make recommendations for improvements and next steps (summer) Assessment Office produces Gen Ed Report for community and facilitates follow-up assessment initiatives (ongoing)

ANALYSIS & USE OF RESULTS
Faculty review data and make recommendations to maintain or improve curriculum, instruction, or assessment practices (end of assessment cycle)

DATA COLLECTION
Faculty collect course level data and submit electronic data collection information on student achievement to Assessment Office (end of course)