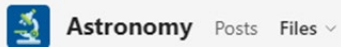# 5-year Assessment Schedule
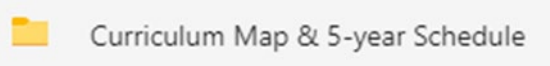
How do we find our 5-year schedule?
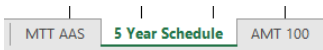5-year schedules are in [TEAMS](#)

1. Enter your Program / Discipline TEAM
2. Locate your Curriculum Map & 5-Year Schedule folder
3. Select "Files" at the top of the screen

4. Locate your Curriculum Map & 5-year Schedule Folder

5. Open your excel curriculum map
6. Your 5-year schedule is a tab inside your curriculum map.

> NOTE: CTE programs have maps for each certificate and program. You only need to update one 5-year schedule in your AAS program map.

Why we have a 5-year schedule?

Assessing student learning is important to ensure we are maintaining or improving quality in our courses. The assessment process provides us the opportunity to look closer at our outcomes data to confirm we are meeting our expectations for student learning. The assessment process also includes our required ICCB course outline review.

Should we prioritize any of our courses?

It is important to prioritize courses with high enrollment and low retention and/or success rates. Again, assessing courses provides faculty the opportunity to take a closer look at courses in order to support learning.

How many courses do we assess each year?

We understand that faculty are always assessing their courses. For the 5-year schedule, programs and disciplines indicate on the 5-year schedule the courses they will **Plan** and **Report** on. Plans and Reports are completed in AEFIS.

Minimally, each course is assessed at least once in a 5-year period. Programs or disciplines with lower enrollment are encouraged to assess more often in order to collect enough data to make curriculum and instruction decisions.

Larger programs or divisions often assess more than one course annually. Some programs and disciplines assess courses annually or biannually.

What if we don't know if a course will be offered?

Plan the best that you can. If a course isn't offered or is cancelled, select another course and update your 5-year schedule. Likewise, if a course is scheduled that is only occasionally offered, update your schedule and choose to assess this course sooner than indicated on the schedule.

It is important to ensure courses are assessed as part of the LI Reporting process at least once in a 5-year period to maintain our course quality. It is also important because the Office of Outcomes Assessment, Curriculum, and Program Development (LOCPD) uses your 5-year schedule to assign your course plans and reports in AEFIS so they appear on your action items during faculty development days. Time is provided for assessment at FDD and you will want to make sure time is used for competing plans and reports instead of requesting access. However, if the course you plan to assess changes, the Outcomes staff is happy to assist. Email or TEAM Chat kgorski@waubonsee.edu.

How to complete the Five-year Schedule
Directions:

1. Open the 5-year schedule tab

AY Year	ANT 101	ANT 102	ANT 110	ANT 296	ICCB Program Review or Annual Update year
2021-2022					Annual Update
2022-2023					Annual Update
2023-2024					Annual Update
2024-2025					Annual Update
2025-2026					Program Review
2026-2027					Annual UPdate

2. Place an "X" next to the year you plan to assess

AY Year	ANT 101	ANT 102	ANT 110	ANT 296	ICCB Program Review or Annual Update year
2021-2022	X	X			Annual Update
2022-2023		X			Annual Update
2023-2024	X	X			Annual Update
2024-2025			X	X	Annual Update
2025-2026	X				Program Review
2026-2027		X	X		Annual UPdate

Note: Schedules may change based on assessment results. If you assessed a course and implemented changes to your curriculum to improve learning, it is recommended that you assess the course again the following year. This helps you confirm that your changes to curriculum were successful and helped improve learning.

In the example above, the discipline decided to alternate assessment years for courses with the highest enrollment.
The discipline also made some changes to ANT102 in 2022-2023 and added an assessment to 2023-2024 to confirm their changes made improved learning.

3. Once entered, updates are automatically saved in TEAMS.