

Fall 2020 Faculty In-service Checklist

Name: Click or tap here to enter text.

Division: Click or tap here to enter text.

Task	Completed	In progress	Did Not Start	Anticipated Completion	Not Applicable
Course Outcome Check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/>
<i>Any changes to the online Master Syllabus have been communicated to my dean.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/>
Reviewed Communications Assessment Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/>
Downloaded Communications Rubric & saved with correct file name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/>
Identified how to use the rubric for my assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/>
<i>For those starting Assessment 2:</i> I planned changes for reassessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/>
Filled out updated Program Level Assessment Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/>
Located info on Co-Curricular Assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/>
Completed Communications Rubric Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/>
Completed Assessment Website Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/>
Completed Assessment Plan Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/>
Completed Assessment Inservice Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/>