CCAC and faculty members from core area departments are selected to participate in assessment decision making process.

- **Identify and contact faculty committee members**
- **Contact instructors from selected courses**
- **Collect student work samples and conduct student observations**
- **Collect and categorize course assignments**

**AUG**
- **Convene faculty committee to review rubric and select sample of courses**
- **Share assessment findings from previous year**
- **Recruit, hire, and train raters to assess student work**
- **Report write-up**

**SEP**
- **Meet with instructors teaching selected courses to identify relevant course assignments**

**OCT**
- **Rubric updated based on core area competencies mapped to core objectives.**

**NOV**
- **Sample of core courses are selected.**

**DEC**
- **UGS team members meet with instructors representing the selected courses to discuss the core competencies and identify potential assignments that would lead to students demonstrating the competencies.**

**JAN**
- In some cases, one to two assignments (e.g., exams, essays, presentations) may address all competencies in the rubric. In other cases, additional data sources from a class are needed to cover all competencies.

**FEB**
- **Aggregated results shared with relevant stakeholders.**

**MAR**
- **Course-level findings shared with the course instructors only.**

**APR**
- **UGS team members work with instructors from selected courses to collect relevant assignments and conduct a comprehensive analysis of the assignments using the rubric to identify competencies that students are expected to demonstrate.**

**MAY**
- **Sample of student work per course are collected based on class size and length of assignment.**

**JUN**
- **Student observations are conducted upon invitation from the course instructor.**

**JUL**
- **Rubric updated based on core area competencies mapped to core objectives.**
- **Sample of core courses are selected.**

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Core Curriculum Assessment Project Annual Timeline

Core Curriculum Office: jenny.morgan@austin.utexas.edu
Assessment Office: ugs.assessment@austin.utexas.edu