**COA Library Assessment Process (updated Fall 2019, reviewed every Fall)**

The COA Library demonstrates its effectiveness in support of student learning by developing and accessing Student Learning Outcomes (SLOs) and Service Outcomes (SOs) that are fully aligned with Institutional Learning Outcomes. Assessment results are used for dialog, reflection and continuous improvement of Library services and instruction. The Library is unique because we have both student learning outcomes (SLOs) for our courses/instruction sessions and also service outcomes (SOs) for our service areas. Below is a timeline that explains the details of the COA Library assessment process that is repeated each semester for both SLOs and SOs. Each SLO and SO are assessed at least once every 3 years. Evidence is available within CurricUNET META.

**Library Assessment Timeline:**

In Aug./Sept., as part of the or APU process (annual) and Program Review (every 3 years), the Librarians meets every Fall to review/update the Mission, Goals, SLOs and SOs for the Library. At this time, the Library also reviews the mapping of Library SLOs and SOs to the College ILO’s to insure alignment. Updated Mission, Goals, SLO’s, SO’s and mapping to ILO’s are posted on the Library webpage (under Planning Documents link) and included in all planning documents such as the Library Program Review, Curriculum Review (every 3 years), APU, and Annual Budget Request.

In addition, the Librarians meets to discuss their Assessment Plans for each outcome and assign the responsible party. The agreed upon plans/tool/rubric are then entered into CurricUNET by the responsible party. Over the next 2/3 months, the responsible party then oversees the assessment, evidence gathering and analysis of their assigned SLO or SO.

In Sept., the responsible party enters the assessment results, surveys, data, evidence and findings from the previous Spring into CurricUNET META and also presents these findings at a Library Meeting for discussion. The Librarians discuss and agree upon next steps to improve achievement of the outcomes. The agreed upon next steps are then entered into CurricUNET Meta by the Head Librarian. Select evidence such as library usage statistics are posted on the Library website on their Planning Documents webpage (all evidence is included in CurricUNET). Completed Program Reviews (3 year cycle) are presented before the Planning Research and Institutional Effectiveness Committee.

In Oct., librarians meet to identify funding needs, resource needs, facilities needs and training needs that have been identified through the Library’s assessment processes after analyzing surveys, evidence and data from the previous year (see above). These identified needs are communicated in writing to the College within the Library APU (Fall), Library Program Review (Fall) and the Library’s Annual Budget Request (Spring). Library curriculum needs/updates are also communicated to the Curriculum Committee. Assessment results, evidence, funding needs, resource needs, facilities needs and training needs are communicated in writing, via planning documents submitted, and verbally at the monthly meeting between the Head Librarian and the Vice-President of Instruction (direct administrator over the Library).