**2016 – 2017 Academic Assessment Calendar**

**The Academic Assessment Year Runs September 1 – August 31**

**Note: This calendar is for program academic assessment.**

**Academic Assessment work to be completed by:**

**August 2016**

**15th:** By this date **Academic Program faculty** should

* Enter all academic assessment findings for the just ending 2015-16 academic assessment year into WEAVE.
* Ensure there are written Fall 2015 and Spring 2016 semester updates in the description of each action plan in the program’s WEAVE assessment plan. These action plan updates should be detailed about what specific assessment findings led to the creation of the action plan, what the action plan is, and what has been specifically done/achieved as a result of the action plans. Where appropriate, the status of the action plans (planned, in-progress, on-hold, finished) should be updated.

**August 2016 (continued)**

**29th:** By this date **Academic Program faculty** should have held a pre-semester academic assessment program meeting at which they **collaboratively:**

* Reviewed the program’s academic assessment findings and action plans for the just ending 2015-16 academic assessment year,
* Discussed the program’s overall assessment plan (including mission, goals, objectives, measures, targets, findings, action plans, course map, and sustainability map) in light of these findings and entered any changes to this plan, including any newly created action plans, into WEAVE,
* Answered the two annual analysis questions in WEAVE that ask programs to look at the *five year* trend of assessment results and action plans for the program for *each* *program location/delivery* method,
  + The analysis questions are listed in WEAVE under the “Assessment” tab. They are labelled “Achievement Summary / Analysis”.
* Ensured that all program faculty are clear on their assessment data gathering and action plan responsibilities for the coming year.

**September 2016**

**12th:** The **Academic Assessment Committee** completes an annual review of Academic

Programs’ previous year’s assessment results and current year’s assessment plans.

**16th:** **Deans** review and discuss Academic Programs’ *action plans and*

*analysis* for the year just ended and the current year.

**26th:** **Academic Program faculty** complete revisions to their assessment plans based on

Academic Assessment Committee feedback.

**October** **2016**

**10th:** **Academic Assessment Committee** completes follow-up reviews of academic programs’

assessment plan revisions.

**November 2016**

**15th: The Academic Assessment Director** completes *Annual Academic Assessment*

*Compliance Report*

**January 2017**

**16th:** By this date **Academic Program faculty** should

* Enter all academic assessment findings for the just ending Fall 2016 semester into WEAVE.
* Ensure each program action plan in WEAVE has a written Fall 2016 semester update of progress made on the action plan in the Fall 2016 semester and activity anticipated on the action plan in the Spring 2017 semester. These action plan updates should be detailed about what specific assessment findings led to the creation of the action plan, what the action plan is, and what has been specifically done/achieved as a result of the action plans. Where appropriate, the status of the action plans (planned, in-progress, on-hold, finished) should be updated.
* Ensure that all program faculty are clear on their assessment data gathering and action plan responsibilities for Spring 2017 semester.
* **Collaboratively** review the status of the program based on assessment findings and action plan activity.

**February 2017**

**20th:**  The **Academic Assessment Committee** completes mid-year holistic review of academic

programs’ assessment plans

**May 2017**

**16th:** By this date **Academic Program faculty** should

* Enter all academic assessment findings for the just ending Spring 2017 semester into WEAVE.
* Ensure each program action plan in WEAVE has a written Spring 2017 semester update of progress made on the action plan in the Spring 2017 semester and activity anticipated on the action plan in the Summer 2017 semester. These action plan updates should be detailed about what specific assessment findings led to the creation of the action plan, what the action plan is, and what has been specifically done/achieved as a result of the action plans. Where appropriate, the status of the action plans (planned, in-progress, on-hold, finished) should be updated.
* Ensure that all program faculty are clear on their assessment data gathering and action plan responsibilities for Summer 2017 semester.
* **Collaboratively** review the status of the program based on assessment findings and action plan activity and begin planning for the 2017-18 academic assessment year.

**August 2017**

**16th:** By this date **Academic Program faculty** should

* Enter all academic assessment findings for the just ending 2016-17 academic assessment year into WEAVE.
* Ensure there are written Fall 2016 and Spring 2017 semester updates in the description of each action plan in the program’s WEAVE assessment plan. These action plan updates should be detailed about what specific assessment findings led to the creation of the action plan, what the action plan is, and what has been specifically done/achieved as a result of the action plans. Where appropriate, the status of the action plans (planned, in-progress, on-hold, finished) should be updated.