

2018 – 2019 Academic Assessment Calendar

The Academic Assessment Year Runs September 1 – August 31

Note: This calendar is for core and program academic assessment.

Academic Assessment work to be completed by:

August 2018

20th: By this date Academic Program faculty should

- Enter all Core Course (including FYS) and Program academic assessment findings for the just ending 2017-18 academic assessment year into WEAVE.
- Ensure there are written Fall 2017 and Spring 2018 semester updates in the description of each action plan in the Core Course and Program WEAVE assessment plans. 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 2018 (continued)

- 31th:** By this date **Academic Program faculty** should have held a pre-semester academic assessment program meeting at which they **collaboratively**:
- Reviewed the Core Course (including FYS) and Program academic assessment findings and action plans for the just ending 2017-18 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 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 2018

- 28th:** The **General Education and Academic Assessment Committee** completes an annual review of Academic Programs' previous year's assessment results and current year's assessment plans.

October 2018

- 5th:** By this date **Deans** review and discuss Academic Programs' *action plans and analysis* for the year just ended and the current year with department heads/program leaders.
- 5th:** **Academic Program faculty** complete revisions to their assessment plans based on Academic Assessment Committee feedback.
- 19th:** **General Education and Academic Assessment Committee** completes follow-up reviews of academic programs' assessment plan revisions.

November 2018

30th: The **Academic Assessment Director** completes *Annual Academic Assessment Compliance Report*

January 2019

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

- Enter all Core Course and Program academic assessment findings for the just ending Fall 2018 semester into WEAVE.
- Ensure each Core Course and Program action plan in WEAVE has a written Fall 2018 semester update of progress made on the action plan in the Fall 2018 semester and activity anticipated on the action plan in the Spring 2019 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 Core Course and Program assessment data gathering and action plan responsibilities for Spring 2019 semester.
- **Collaboratively** review the status of the program based on assessment findings and action plan activity.

March 2019

8th: The **General Education and Academic Assessment Committee** completes mid-year holistic review of academic programs' assessment plans

May 2019

31st: By this date **Academic Program faculty** should

- Enter all Core Course and Program academic assessment findings for the just ending Spring 2019 semester into WEAVE.
- Ensure each Core Course and Program action plan in WEAVE has a written Spring 2019 semester update of progress made on the action plan in the Spring 2019 semester and activity anticipated on the action plan in the Summer 2019 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 2019 semester.
- **Collaboratively** review the status of the program based on assessment findings and action plan activity and begin planning for the 2019-20 academic assessment year.

August 2019

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

- Enter all Core Course and Program academic assessment findings for the just ending 2018-19 academic assessment year into WEAVE.
- Ensure there are written Fall 2018 and Spring 2019 semester updates in the Core Course and Program 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.