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 15

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

- Ensure all Core Course and Program academic assessment findings for the just ending academic assessment year have been entered into Weave as scheduled. Example: Fall 2022 finding should have been entered by the end of January 2023 and Spring 2023 should have been entered by the end of May 2023.

- Ensure there are written Fall and Spring semester updates in the description of each action plan in Core Course and Program Weave assessment plans. These updates should have been completed at the end of the Fall and Spring semesters. These action plans and their updates should have detailed descriptions of the specific assessment findings that led to the creation of the action plan, all the elements of the action plan, what has been specifically done/achieved as a result of the action plans, and, if available, what your follow up assessment findings have shown you about whether or not your action plan was successful and what you will you be doing as a result. Where appropriate, the status of the action plans (planned, in-progress, complete) should be updated.

August 31

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

- Reviewed their Core Course and Program academic assessment findings and action plans for the just ending academic assessment year,

- Discussed the Program's overall assessment plan (including mission, goals, objectives, measures, targets, findings, action plans, course map, and sustainability map),

- Cloned their just-ending academic year Weave assessment project for each of their Core Course and Programs to create a Weave assessment project for the upcoming academic year ([cloning instructions](#)),

- Entered any changes into their new academic year assessment project, including selecting Supported Initiatives for their Outcomes, entering any newly created action plans, and copying over rubrics and maps,

- Marked their new academic year project's status as "Complete" once the above work is finished to indicate the program is ready for review by the General Education and Academic Assessment Committee, and

- Ensured that all program faculty are clear on their assessment data gathering and action plan responsibilities for the coming year.

September 1

The **General Education and Academic Assessment Committee** begins its annual review of academic programs and core courses previous year's assessment results and current year's assessment plans. (First round reviews due Sept. 30.)

Note: The **General Education and Academic Assessment Committee** meets on the first Friday <u>after</u> the first Wednesday from 3-5 p.m.

October 15

The **General Education and Academic Assessment Committee** completes its annual review of academic programs and core courses previous year's assessment results and current year's assessment plans. (Second round reviews due Oct. 15.)

October 31

The **General Education and Academic Assessment Committee** sends its annual review of academic programs and core courses previous year's assessment results and current year's assessment plans to deans, department heads, and assessment coordinators.

November 10

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.

November 15

Academic Program faculty complete revisions to their assessment plans based on the General Education and Academic Assessment Committee's feedback.

November 30

The **Associate Dean for Curriculum and Assessment** completes an annual academic assessment summary report.

January 15

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

- Enter all Core Course and Program academic assessment findings for the just-ending Fall semester into Weave.

- Ensure each Core Course and Program action plan in Weave has a written Fall semester update of progress made on the action plan in the Fall semester and activity anticipated on the action plan in the Spring 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, completed) 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 semester.

- **Collaboratively** review the status of the program based on assessment findings and action plan activity.

February 1

The **General Education and Academic Assessment Committee** begins follow-up mid-year holistic reviews of academic programs and core courses assessment plans. (First round due February 28.)

March 15

The **General Education and Academic Assessment Committee** completes its holistic reviews. (Second round reviews due March 15.)

March 31

The **General Education and Academic Assessment Committee** sends its holistic reviews to deans, department heads, and assessment coordinators.

March 31

 The **General Education and Academic Assessment Committee** uploads the annual holistic reviews into corresponding Weave programs and courses.

May 31

 By this date Academic Program faculty should:

- Enter all Core Course and Program academic assessment findings for the just-ending Spring semester into Weave.

- Ensure each Core Course and Program action plan in Weave has a written Spring semester update of progress made on the action plan in the Spring semester and activity anticipated on the action plan in the Summer 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, completed) should be updated.

- Ensure that all program faculty are clear on their assessment data gathering and action plan responsibilities for the upcoming Summer semester.

- Collaboratively review the status of the program based on assessment findings and action plan activity and begin planning for the upcoming academic assessment year.

August 15

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

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- Ensure there are written Fall and Spring semester updates in the description of each action plan in Core Course and Program Weave assessment plans. These updates should have been completed at the end of the Fall and Spring semesters. These action plans and their updates should have detailed descriptions of the specific assessment findings that led to the creation of the action plan, all the elements of the action plan, what has been specifically done/achieved as a result of the action plans, and, if available, what your follow up assessment findings have shown you about whether or not your action plan

was successful and what you will you be doing as a result. Where appropriate, the status of the action plans (planned, in-progress, complete) should be updated.

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- Discussed the Program's overall assessment plan (including mission, goals, objectives, measures, targets, findings, action plans, course map, and sustainability map),

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- Ensured that all program faculty are clear on their assessment data gathering and action plan responsibilities for the coming year.