

Annual Assessment Activity Calendar  
Academic and Co-curricular programs  
**Academic Year 2015-16**

Timeline	Month	Activity	Responsibility
<b>Fall Semester</b>	September	Program faculty/unit staff review assessment results from previous academic year.	Program Assessment Leaders (PALS).
		Review assessment plans and make any needed adjustments.	Program Assessment Leaders (PALS).
	<i>Friday, 18<sup>th</sup> or Thurs. 24<sup>th</sup></i>	Training for new Program Assessment Leaders.	Assessment Director
	October		
	<i>Friday, 23<sup>rd</sup></i>	Complete assessment reports for previous academic year in ARMS.	PALS
	November		
	<i>Friday 13<sup>th</sup></i>	Peer Review Working Seminar	University Assessment Committee Assessment Director PALS
	December		
		Peer Review feedback shared with PALS, Chairs and Deans.	Assessment Director
		Complete data collection for fall semester assessments.	Academic and co-curricular programs

Timeline	Month	Activity	Responsibility
Spring Semester	January	ARMS rollover to current academic year.	Assessment Director
	February	Workshops for faculty and staff on assessment topics.	Assessment Director PALs
	March	Individual follow-up on assessment plans and reports.	Assessment Director
	April	Individual follow-up on assessment plans and reports.  Institutional Assessment Report	Assessment Director  Assessment Director
	May	Complete data collection for current academic year assessments.	Academic programs and co-curricular units
Summer Semester	June		
	July/August	Prepare report for CCRC on core learning outcomes.  Prepare report for Knowledge Areas results for CCRC.	Assessment Director  Assessment Director
	August	Check list of PALs for upcoming year.  Send out assessment dates and deadlines for the fall semester.	Assessment Director  Assessment Director