

Annual Assessment Activity Calendar  
Academic, Core and Co-curricular programs  
**Academic Year 2017-18**

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.	PALs
	<i>Friday, 15<sup>th</sup></i>	Training for new Program Assessment Leaders.	Assessment Director
	OCTOBER		
	<i>Tuesday, 3<sup>rd</sup></i>	Training for new Program Assessment Leaders	Assessment Director
	<i>Monday, 23<sup>rd</sup></i>	Complete assessment reports for previous academic year in ARMS.	PALs
	NOVEMBER		
	<i>Friday 10<sup>th</sup></i>	Peer Review Working Seminar	University Assessment Committee (UAC) 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	
	Assessment plan and timeline for Foundational Level courses of Core of Common Studies presented for review.	UAC	
	Assessment plan for Co-curricular Learning domains presented for review.	UAC	

Timeline	Month	Activity	Responsibility
Spring Semester	JANUARY	ARMS rollover to current academic year.  Prepare interim report for HLC on Criterion 4(B).	Assessment Director  Assessment Director
	FEBRUARY	Workshops for faculty and staff on assessment topics.  Select software for future assessment reporting.	Assessment Director UAC PALs  UAC
	MARCH	Individual follow-up on assessment plans and reports.	Assessment Director UAC
	APRIL	Individual follow-up on assessment plans and reports.  Institutional Assessment Report	Assessment Director UAC  Assessment Director UAC
	MAY	Complete data collection for current academic year assessments.	Academic programs and co-curricular units
Summer Semester	JUNE	Prepare list of program contacts and activities for summer follow-up.	Assessment Director
	JULY/AUGUST	Follow up with programs needing assessment plans, curriculum maps, assessment reports.	Assessment Director
	AUGUST	Check list of PALs for upcoming year.  Send out assessment dates and deadlines for the fall semester.	Assessment Director  Assessment Director