

Annual Assessment Activity Calendar
Academic, Core and Co-curricular programs
Academic Year 2018-19

Timeline	Month	Activity	Responsibility
Fall Semester	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>13th 14th 20th</i>	Training for new Program Assessment Leaders.	Office of Assessment
	OCTOBER		
	<i>Monday 29th</i>	Complete assessment reports for previous academic year in ARMS.	PALs
	NOVEMBER		
	<i>Friday 16th</i>	Peer Review Working Seminar - Focus on meaningful assessment	University Assessment Committee (UAC) Office of Assessment PALs
	DECEMBER		
		Peer Review feedback shared with PALs, Chairs, and Deans.	Office of Assessment
		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.	Office of Assessment
	FEBRUARY	Workshops for faculty and staff on assessment topics.	Office of Assessment UAC PALs
		Select software for future assessment reporting.	UAC PALS Office of Assessment

	MARCH	Individual follow-up on assessment plans and reports.	Office of Assessment UAC
	APRIL	Individual follow-up on assessment plans and reports. Institutional Assessment Report or Replacement for Report (strategic plan report?)	Office of Assessment UAC Office of Assessment UAC
	MAY	Complete data collection for current academic year assessments.	Academic programs and co-curricular units
Summer Semester	JUNE	Update list of program contacts and activities for summer follow-up.	Office of Assessment
	JULY/AUGUST	Follow up with programs	Office of Assessment
	AUGUST	Check list of PALs for upcoming year. Send out assessment dates and deadlines for the fall semester.	Office of Assessment Office of Assessment