

# University Assessment Calendar

## 2012-2013—Forward

### Legend

Core Curriculum Assessment
Academic Program Assessment
Educational Support Unit Assessment
Annual Departmental Assessment Report
Administrative Support Unit Assessment
College Assessment Review Committees
College Level Reporting Unit

August—September	Chairs/Directors and core assessment coordinators facilitate faculty meetings to discuss core assessment results for Spring of the previous academic year and formulate action plans.
August—October 14	Chairs/Directors and Academic Program Assessment Coordinators facilitate faculty meetings to discuss the Academic Program Assessment results for the previous year and formulate action plans.
	Chairs facilitate faculty meetings to discuss the Educational Support Unit Assessment results for the previous year and formulate action plans.
	Directors and Vice Presidents facilitate meetings to discuss the Administrative Support Unit Assessment results for the previous year and formulate action plans.
October 1	Core Assessment Coordinators submit Core Assessment Reports for Spring of the previous academic year in TracDat.
October 1—End of Fall Term	Core Curriculum Assessment Committee meets to review Core Assessment Reports and distributes reviews of reports as they are completed to Core Assessment Coordinators, Chairs/Directors, and Deans.
	Chairs/Directors and Core Curriculum Assessment Coordinators facilitate department/school meetings to discuss reviews from the Core Curriculum Assessment Committee as they receive them, make revisions in reports and plans as soon as possible, and notify the Core Curriculum Assessment Committee, Chair/Director, and Dean that revisions are complete.
October 15	Academic Program Assessment Coordinators submit Academic Program Assessment Reports in TracDat.
	Chairs/Directors and Deans submit Educational Support Unit Assessment Reports in TracDat.
	Directors and Vice Presidents submit Administrative Support Unit Assessment Reports in TracDat.
October 15-January 31	College Assessment Review Committees work on Evaluation Rubrics for Academic Program, Educational Support Unit, and Administrative Support Unit Assessment Reports.
	College Assessment Review Committees distribute rubrics to appropriate Assessment Coordinators/Chairs/Directors/Dean as rubrics are completed.
	Chairs/Directors and Academic Program Assessment Coordinators facilitate department/school meetings to review Evaluation Rubrics for Program Assessment Reports as they receive them, make revisions in reports and plans as soon as possible, and notify the College Assessment Review Committee and Dean that revisions are complete by March 1.
	Chairs/Directors facilitate department/school meetings to review Evaluation Rubrics for Educational Support Unit Assessment Reports as they receive them, make revisions in reports and plans as soon as possible, and notify the College Assessment Review Committee and Dean that revisions are complete by March 1.
	Academic Chairs/Directors facilitate department/unit meetings to work on Annual Departmental Assessment Reports.
	Vice Presidents or Division Assessment Review Committees work on Evaluation Rubrics for Administrative Support Unit Assessment Reports.
January—February	Chairs/Directors and core assessment coordinators facilitate meetings to discuss core assessment results for Spring of the previous academic year and formulate action plans.

February 1	College Assessment Review Committees have completed and distributed all rubrics.
	College Assessment Review Committees submit Evaluation Rubrics for Academic Program, Educational Support, and Administrative Support Unit Assessment Reports to the Office of Student Learning and Institutional Assessment ( <a href="mailto:assessmentcoordinator@sfasu.edu">assessmentcoordinator@sfasu.edu</a> ) in PDF or MS Word format.
	Academic Chairs/Directors submit Annual Departmental Assessment Reports to dean. These reports will be used by college committees and groups in developing the College Level Reporting Unit Reports, and attached to the College Level Reporting Unit Reports in TracDat when the report is submitted on June 30.
	Vice Presidents or Division Assessment Review Committees have completed and distributed all evaluation rubrics.
	Vice Presidents or Division Assessment Review Committees submit Evaluation Rubrics for Administrative Support Unit Assessment Reports to the Office of Student Learning and Institutional Assessment ( <a href="mailto:assessmentcoordinator@sfasu.edu">assessmentcoordinator@sfasu.edu</a> ) in PDF or MS Word format.
February—End of Spring Term	Deans facilitate meetings of relevant college committees and groups to formulate College Level Reporting Unit Reports.
March 1	Core Assessment Coordinators submit Core Assessment Reports for Fall of the current academic year in TracDat.
	Chairs/Directors ensure Departments/Units have completed all revisions in Academic Program Assessment Reports and Plans in TracDat based on evaluations rubrics, and notified the College Assessment Review Committee and Dean that revisions are complete.
	Chairs/Directors ensure Departments/Units have completed all revisions in Educational Support Unit Assessment Reports and Plans in TracDat based on evaluations rubrics, and notified the College Assessment Review Committee and Dean that revisions are complete.
	Directors and Vice Presidents ensure Departments/Units have completed all revisions in Administrative Support Unit Assessment Reports and Plans in TracDat based on evaluations rubrics, and notified the Division Assessment Review Committee or Vice President of the changes.
March 1—End of Spring Term	Core Curriculum Assessment Committee meets to review Core Assessment Reports and distributes reviews of reports as they are completed to Core Assessment Coordinators, Chairs/Directors, and Deans.
	Chairs/Directors and Core Curriculum Assessment Coordinators facilitate department/school meetings to discuss reviews from the Core Curriculum Assessment Committee as they receive them, make revisions in reports and plans as soon as possible, and notify the Core Curriculum Assessment Committee, Chair/Director, and Dean that revisions are complete.
June 30	Deans submit College Level Reporting Unit Report in TracDat.