Assessment Calendar

MONTH	General Education Program Counsel	Faculty	Co-Curricular Staff	Assessment Committee
AUG	• Select & modify rubrics to be used in the upcoming cycle	• Select assessment(s) to generate artifacts • Specify rubric, SLO & expected level of achievement for each assessment	• Identify Student Learning Outcomes & create or update assessments, collection methods, & timeline.	• Ensure that all departments scheduled to participate in the current year's cycle are informed of process & expectations.
SEP		• Administer assessments & collect artifacts	• Have a clear plan for administering assessments on a rolling basis or at a set point in the semester	• Check in with those participating in or coordinating assessments.
OCT	• GEP Coordinator & Director of Online Learning & Assessment share findings during Faculty In-Service	• Administer assessments & collect artifacts	• Administer assessments & collect artifacts	• Check in with those participating in or coordinating assessments.
NOV		• Administer assessments & collect artifacts	• (Continued) Administer assessments & collect artifacts • Submit reports for last year's co-curricular assessments	• Co-Curricular Assessment Reports due November 1
DEC	• Conclusions are finalized & the final report published online	• Submit collected artifacts to GEPC	• Review results from first semester, if applicable	
JAN			• Have a clear plan for administering assessments on a rolling basis or at a set point in the semester	
FEB		• Administer assessments & collect artifacts	• (Continued) Administer assessments & collect artifacts	• Remove identifying information from artifacts & assigns unique identifying numbers to each
MAR		• Administer assessments & collect artifacts	• (Continued) Administer assessments & collect artifacts	• Recruit faculty & students to serve on Evaluation Team(s)
APR		• Administer assessments & collect artifacts	• (Continued) Administer assessments & collect artifacts	
MAY		• Submit collected artifacts to GEPC	• (Continued) Administer assessments & collect artifacts	
JUN	• Evaluation Team(s) assess artifacts during two day workshop	• Evaluation Team(s) assess artifacts during two day workshop	• Gather assessments, analyze results, create action plans, complete reports	• Evaluation Team(s) assess artifacts during two day workshop
JUL	• Generate reports & analyses		• (Continued) Gather assessments, analyze results, create action plans, complete reports	• Aggregates results • Generate reports & analyses