

Instructional Effectiveness Calendar

August

Early-Revise Committee List if needed

Plan an Assessment Day with Faculty to share results from the previous year and to discuss results and make plans for the current year.

Mid- Send out Committee List to all and request volunteers, give 2 weeks for responses

September

Early- Select Committees from volunteers and share with staff

Request from Lead Faculty academic area assessment plans for semester

Notify Service Area Directors to send in service area assessment plans for the year

Mid- Send request for Operational Plans, give 2 weeks for responses

Late- Complete Operational Plan

Send out requests for departmental plans, give 2 weeks for responses

October

Early- Plans due for Departmental Plan

Mid- Get Clearinghouse data for transfers to other institutions; get data on cohort students returning for subsequent fall

Analyze fall to fall retention by program

Analyze new cohort students by program

November

Mid- Remind faculty to gather data for academic assessment report due at check-out

December

Early- Notify faculty to turn in assessment data at semester check-out

Mid- Get end of semester grades; compile, analyze and distribute

Remind committee chairs to make sure that all minutes have been filed in kiva/shared/committees/(by year and committee)

January

Early- Remind faculty to add fall data to Taskstream

Notify Academic Assessment Directors to request spring academic assessment plans

Remind Service Area Directors that they will need to gather assessment data that will be due late June

Late-Grade Distributions from previous fall

February

Early- Request interim updates to Operational Plan

Mid- Request interim updates to Departmental Plan

March

Early- Set up Work Keys testing for graduates from late March to early April

Notify faculty to update the Three Year Assessment Plan if needed.

April

Early-

Mid- Send out current Operational Plan and request updates; give 2 weeks for responses.

Send Work Key results to Admissions and determine awards for graduation

Send out dates available for End of Year Departmental Reports; give 1 week for responses

Late- Remind committee chairs to post all minutes in kiva/shared/committees/ (by year and committee)

May

Early- Graduate survey done

Alumni survey done for previous year graduates

Final update on Operational Plan due

Remind Faculty to enter spring assessment data into Taskstream

Mid- Hold all Academic End of Year Departmental Report Meetings

Request all Service Area Assessment Reports from Service Area Directors

Complete grade distributions and distribute

Late-

Remind Service Area Directors to gather assessment data and send in reports

June

All- Hold Service Area End of Year Report Meetings

Put all Service Area Assessment data in Taskstream as it comes in

Late- Publish Annual Assessment Report

Publish Annual Operational Plan Report