

Training Sessions

2019-2020 Planning and Assessment Orientation (Deans, Associate Deans, Chairs, and Assessment Coordinators)

August 14 – 10:00 a.m.-11:00 a.m. (DeMoss 3152)

Assessment Coordinator Training (**Required for Assessment Coordinators**)

October –

Assessment Coordinator Trainings (Required attendance at one for ACs – Chairs & Deans welcome)

Thu, Oct 24, 2019

Training Time: 9:45am-11:00am

JF Library Terrace Conference Room B

Thu, Oct 24, 2019

Training Time: 2:15pm-3:30pm

JF Library Terrace Conference Room B

Fri, Oct 25, 2019

Training Time: 10:30-11:45am

JF Library Terrace Conference Room B

March –

Assessment Coordinator Trainings (Required attendance at one for ACs – Chairs & Deans welcome)

Thu, March 26, 2020

Training Time: 9:45 – 11:00 am or 2:15 – 3:30 pm

DeMoss Hall 3088

Fri, March 27, 2020

Training Time: 10:30 – 11:45 am

DeMoss Hall 3088

Task	Responsible Party	Deadline
Program Learning Outcomes		
Research Questions, Participants, Instruments and Administration due for Cluster 1 PLO assessment designs (2020-2021)	Assessment Coordinator	November 1, 2019
Complete PLO Designs for Cluster 1 (2020-2021 designs)	Assessment Coordinator	February 14, 2020
Final Revisions to Cluster 1 (2020-2021) PLO Designs based on IE feedback due in Planning	Assessment Coordinator	April 30, 2020
Report findings and action plans for Cluster 3	Assessment Coordinator	May 31, 2020

Syllabi Review		
Syllabi Review Report for 1st third syllabi reviews to IE and CCD	Assessment Coordinator and Chair	January 31, 2020
Student Course Evaluations		
Student Course Evaluation Summary (LUR and LUO)	Chair and Dean	May 31, 2020
Assessment Day		
CoCurricular Assessment Day Designs	Assessment Contacts	November 15, 2019
Departmental plans for Annual Assessment Day and Measures	Assessment Coordinator	October 25, 2019
Assessment Day	Individual Departments	March 31, 2020
Report Findings for Assessment Day Results	Assessment Coordinator	May 31, 2020
Faculty Evaluation		
Portfolio and Annual Update Form Submission and Data	<ul style="list-style-type: none"> April 1 – Deadline for all Faculty to certify completed Faculty Portfolio (Faculty CV and Self-evaluation) 	
	<ul style="list-style-type: none"> May 31– IM/Chair reviews/comments on all Faculty Portfolios 	
	<ul style="list-style-type: none"> June 1-30 – Dean review/comments on all Faculty Portfolios 	
Promotion Portfolio Submission	<ul style="list-style-type: none"> October 1 – Faculty Member completes Faculty Online Promotional portfolio 	
	<ul style="list-style-type: none"> October 1-14 – College/School Promotional Committee evaluates Faculty Promotional Portfolio. 	
	<ul style="list-style-type: none"> October 15-30 – Dean evaluates Faculty Promotional Portfolio. 	
	<ul style="list-style-type: none"> November 1-15 - Provost evaluates Faculty Portfolio for Promotion. December 1 – Congratulatory letters are mailed from Provost Office 	
Program/Major Reviews		
Program Reviews	Distribution and Training	September 2-13, 2019
	Completion of Parts A & B	November 22, 2019
	Completion of Parts C & D	February 28, 2020
	Completion of Parts E – H and Abstract	March 27, 2020

	Complete Program Review submitted to Dean	April 24, 2020
	Complete Program Review submitted to IE	May 31, 2020
Alumni Survey		
Department Specific Alumni Survey Questions Submission to IE	Assessment Coordinator	September 6, 2019
Summative Reports		
Annual Report Tasks Completed (Executive Summary and Departmental Improvements)	Chair	May 31, 2020