

# Deadlines for All Schools and Colleges 2020-2021

| Training Sessions   |  |  |
|---|--|--|
| <b>Assessment Coordinator Training (Required)</b>                                     |  |  |
| October last couple of weeks (time and place-TBA) – Required: Assessment Coordinators |  |  |
| March last couple of weeks (time and place-TBA) – Required: Assessment Coordinators   |  |  |

  

| Task   | Responsible Party  | Deadline          |
|--|--|-------------------|
| <b>Program Learning Outcomes</b>   |  |                   |
| 1. Research Questions, Participants and Instruments due for Cluster 2 PLO assessment designs (2021-2022) | Assessment Coordinator   | November 30, 2020 |
| 2. Complete PLO Designs for Cluster 2 (2021-2022 designs)  | Assessment Coordinator   | February 15, 2021 |
| 3. Report findings and actions plans for Cluster 1   | Assessment Coordinator   | May 31, 2021      |
| <b>Syllabi Review</b>  |  |                   |
| 4. Syllabi Review Report for 2 <sup>nd</sup> cluster syllabi reviews to IE                               | Assessment Coordinator and Chair   | January 29, 2021  |
| <b>Student Course Evaluations</b>  |  |                   |
| 5. Report Student Course Evaluation Summary (LUR and LUO)  | Chair and Dean   | May 31, 2021      |
| <b>Assessment Day</b>  |  |                   |
| 6. Departmental plans for Annual Assessment Day and Measures (Academic Departments)                      | Assessment Coordinator   | November 20, 2020 |
| 7. CoCurricular Departmental plans for Annual Assessment Day and Measures                                | Departmental Assessment Liaison  | October 16, 2020  |
| 8. Assessment Day  | Individual Departments   | March 31, 2021    |
| 9. Report Findings for Assessment Day Results  | Assessment Coordinator   | May 31, 2021      |
| <b>Faculty Evaluation</b>  |  |                   |
| 10. Portfolio and Annual Update Form Submission and Data   | <ul style="list-style-type: none"> <li>April 1 – Deadline for all Faculty to certify completed Faculty Portfolio (Faculty CV and Self-evaluation)</li> <li>May 1-31– IM/Chair reviews/comments on all Faculty Portfolios</li> <li>June 1-30 – Dean review/comments on all Faculty Portfolios</li> </ul>  |                   |
| 11. Promotion Portfolio Submission   | <ul style="list-style-type: none"> <li>October 1 – Faculty Member completes Faculty Online Promotional portfolio</li> <li>October 1-14 – College/School Promotional Committee evaluates Faculty Promotional Portfolio.</li> <li>October 15-30 – Dean evaluates Faculty Promotional Portfolio.</li> <li>November 1-15 - Provost evaluates Faculty Promotional Portfolio.</li> </ul> |                   |

| Task  | Responsible Party   | Deadline  |
|---|---|---|
|   | <ul style="list-style-type: none"> <li>December 1 – Congratulatory letters are mailed from Provost Office</li> </ul>  |   |
| <b>Program/Major Reviews</b>  |   |   |
| 12. Program Reviews:  | Distribution and Training<br>Completion of Parts A & B<br>Completion of Parts C & D<br>Completion of Parts E-H and Abstract<br>Program Review submitted to Dean<br>Program Review submitted to IE | September 1-11, 2020<br>December 4, 2020<br>February 26, 2021<br>March 29, 2021<br>April 26, 2021<br>May 31, 2021 |
| <b>Alumni Survey</b>  |   |   |
| 13. Department Specific Alumni Survey Questions and Signature Permissions due to IE | Assessment Coordinator  | September 4, 2020   |
| 14. Alumni Survey data available  | Institutional Effectiveness   | February 12, 2021   |
| <b>Summative Reports</b>  |   |   |
| 15. Annual Report Tasks Completed (Executive Summary and Departmental Improvements) | Chair   | May 31, 2021  |