

# Deadlines for All Schools and Colleges 2023-2024

<b>Training Sessions</b>
<b>2023-2024 Planning &amp; Assessment Orientation (Deans, Associate Deans, Chairs, and Assessment Coordinators)</b>
Date: August Location: DeMoss Hall (Details pending)
<b>Assessment Coordinator Training (Required)</b>
<b>Fall AC Training: <i>Entering Action Plans and Reassessments in Planning</i></b>
November (time and place: TBA)
<b>Spring AC Training</b>
March (time and place: TBA)

<b>Task</b>	<b>Responsible Party</b>	<b>Deadline</b>
<b>Program Learning Outcomes</b>		
<ul style="list-style-type: none"> <li>Research Questions, Participants, Instruments, and Administration due for Cluster 2 PLO assessment designs (AY: 24-25)</li> </ul>	Assessment Coordinator	November 3, 2023
<ul style="list-style-type: none"> <li>Complete PLO Designs for Cluster 2 (AY: 24-25)</li> </ul>	Assessment Coordinator	February 9, 2024
<ul style="list-style-type: none"> <li>Final Revisions to Cluster 2 (AY: 24-25) PLO Designs based on IER feedback due in Planning</li> </ul>	Assessment Coordinator	April 26, 2024
<ul style="list-style-type: none"> <li>Report Findings and Actions Plans for Cluster 1</li> </ul>	Assessment Coordinator	May 31, 2024
<b>Syllabi Review</b>		
<ul style="list-style-type: none"> <li>Syllabi Review Report for Cluster 1</li> </ul>	Assessment Coordinator and Chair	January 26, 2024
<b>Student Course Evaluations</b>		
<ul style="list-style-type: none"> <li>Report Student Course Evaluation Summary</li> </ul>	Chair and Dean	May 31, 2024
<b>Assessment Day</b>		
<ul style="list-style-type: none"> <li>Departmental plans for Annual A-Day and Measures (Academic and Co-Curricular Departments)</li> </ul>	Assessment Coordinator	November 17, 2023
<ul style="list-style-type: none"> <li>Co-Curricular Assessment Designs and Departmental plans for A-Day and Measures</li> </ul>	Departmental Assessment Liaison	October 27, 2023
<ul style="list-style-type: none"> <li>Assessment Day 2024</li> </ul>	Individual Departments	March 27, 2024
<ul style="list-style-type: none"> <li>Report Findings for Assessment Day Results</li> </ul>	Assessment Coordinator	May 31, 2024
<b>Program/Major Reviews</b>		
<ul style="list-style-type: none"> <li>Program Reviews IER</li> </ul>	<ul style="list-style-type: none"> <li>Distribution</li> <li>Completion of Parts A &amp; B</li> <li>Completion of Parts C &amp; D</li> <li>Completion of Parts E-H</li> <li>Submitted to Dean</li> <li>Submitted to IE with Dean Comments</li> </ul>	September 2023 December 1, 2023 February 23, 2024 March 29, 2024 April 19, 2024 May 31, 2024
<b>Alumni Survey</b>		
<ul style="list-style-type: none"> <li>Department Specific Alumni Survey Questions and Signature Permissions due to IER</li> </ul>	Assessment Coordinator	September 15, 2023
<ul style="list-style-type: none"> <li>Alumni Survey data available</li> </ul>	Institutional Effectiveness	February 16, 2024
<b>Summative Reports</b>		
<ul style="list-style-type: none"> <li>Department Annual Summary Completed</li> </ul>	Chair	May 31, 2024