Deadlines for All Schools and Colleges
2023-2024

Training Sessions
Assessment Coordinator Training (Required)
Fall AC Training: *Entering Action Plans and Reassessments in Planning*
Location: JFL Scholars Lounge Date/Time: October 31st & November 1st from 10:30am-11:30am Optional Workshop: November 3rd from 8am-12pm
Spring AC Training: *PLO Assessment Reporting*
Location: JFL Scholars Lounge Date/Time: March 20th from 10:30am-11:30am, March 21st from 2:30pm-3:30pm Optional Workshop: March 22nd from 8am-12pm

Task	Responsible Party	Deadline
Program Learning Outcomes		
1. Research Questions, Participants, Instruments and Administration due for Cluster 2 PLO assessment designs (2024-2025)	Assessment Coordinator	November 3, 2023
2. Complete PLO Designs for Cluster 2 (2024-2025)	Assessment Coordinator	February 9, 2024
3. Final Revisions to Cluster 2 (2024-2025) PLO Designs based on IER feedback due in Planning	Assessment Coordinator	April 26, 2024
4. Report Findings and Actions Plans for Cluster 1	Assessment Coordinator	May 31, 2024
Syllabi Review		
5. Syllabi Review Report for Cluster 1	Assessment Coordinator and Chair	January 26, 2024
Student Course Evaluations		
6. Report Student Course Evaluation Summary	Chair and Dean	May 31, 2024
Assessment Day		
7. Departmental plans for Annual Assessment Day (**Academic and Co-Curricular Departments**)	Assessment Coordinator	November 17, 2023
8. Co-Curricular Assessment Designs and Departmental plans for A-Day and Measures	Departmental Assessment Liaison	October 27, 2023
9. Assessment Day 2024	Individual Departments	March 27, 2024
10. Report Findings for Assessment Day Results	Assessment Coordinator	May 31, 2024
Program/Major Reviews		
11. Program Reviews IER	• Distribution • Completion of Parts A & B • Completion of Parts C & D • Completion of Parts E-H • Submitted to Dean • Submitted to IE with Dean Comments	September 1-15, 2023 December 1, 2023 February 23, 2024 March 29, 2024 April 19, 2024 May 31, 2024
Alumni Survey		
12. Department Specific Alumni Survey Questions and Signature Permissions due to IER	Assessment Coordinator	September 8, 2023
13. Alumni Survey data available	Institutional Effectiveness	February 16, 2024
Summative Reports		
14. Department Annual Summary Completed	Chair	May 31, 2024