

# Assessment Calendar 2024-2025

important deadlines in bold

Summer '24	
7/1	<b>Administrative and Academic Assessment Report Templates for 23-24 available</b>
8/15	Administrative Supervisors approve Report Templates
	OIAE reviews completed templates
8/15	General Education: IAE completes and emails General Education Plan for 24-25 AY
Fall Semester	
9/1	Academic, General Education: Academic departments meet, review upcoming discipline and gen ed assessment
9/1	General Education: Chairs and OA coordinate General Education Assessment for fall 24
9/1	Administrative: Coordinators meet with unit / supervisors as needed to discuss review mission, goals, and upcoming assessment plan
9/1-9/15	General Education: instructors of assessed courses to meet to discuss assignments, rubrics
9/15	<b>Academic OA: OPTIONAL updated changes to assessment mission, goals due</b>
9/15	<b>Administrative OA: OPTIONAL updated changes to assessment mission, goals</b>
9/25	Meetings for NEW OA coordinators – introduction/refresher courses
10/1	Individual meetings with IAE as desired
10/1	<b>Administrative: all OA templates AY23-24 FINAL in Canvas</b>
10/1	<b>Academic: all OA templates for AY23-24 FINAL in Canvas</b>
10/1	Academic: Chairs approve Report Templates
10/1-11/1	Workshops for Administrative and Academic OA coordinators as needed
11/15	General Education: instructors of assessed courses to meet as desired to discuss evaluation
12/1	Administrative, Academic OA: read through plans for spring; if fall data was gathered, add to template
12/10	General Education: data from all assessed courses due to IAE
Spring Semester	
1/10	General Education: IAE updates list of assessed courses for Spring 25

1/10	Administrative, Academic OA: coordinate data gathering and other assessment activities for spring
1/15	General Education: Chairs and OA coordinate course assessment for spring
1/15-1/31	General Education: instructors of assessed courses to meet to discuss assignments, rubrics
2/1-3/1	Workshops for Administrative and Academic OA coordinators as needed
4/15	General Education: instructors of assessed courses to meet as desired to discuss evaluation
5/1	Academic and Administrative OA: finalize spring data for assessment; begin writing report
5/1	General Education: data from all assessed courses due to IAE
Summer '25	
6/1-8/1	General Education: reviews of data completed by IAE
7/1	<b>Administrative Assessment Report Templates for 24-25 can begin</b>
8/15	Administrative Supervisors approve Report Templates
	OIAE reviews completed templates
8/15	General Education: IAE completes and emails General Education Plan for 25-26 AY