

## FALL 2016

August 10-12	Faculty Planning Conference
August 15-19	Discuss assessment results (IP, ADESU, ESS)
August 15-19	Assessment Review and Training Sessions ( <b>contact the OUA to schedule</b> )
August 22	Administer ETS Proficiency Profile Test (Freshmen)
September 1	<ul style="list-style-type: none"> <li>• Begin September's Assessment Milestone (IP, ADESU, ESS)</li> <li>• Prepare previous year's assessment report</li> <li>• Develop upcoming year assessment plan based on previous assessment results and strategic plans.</li> </ul>
September 1	Collect and submit course syllabi for ALC
September 9	Finalize assessment results, needed changes, and action plans (IP, ADESU)
September 30	ETS Proficiency Profile test ends (Freshman)
September 30	<ul style="list-style-type: none"> <li>• Discuss previous year's assessment results to determine their meaning and needed changes.</li> <li>• Develop an action plan to implement needed changes and report it in "Step 5" of the previous year's assessment report.</li> <li>• Determine upcoming year outcomes as well as outcomes from previous years that need reassessment.</li> <li>• If necessary, update curriculum map, policies, and/or procedures to reflect changes.</li> <li>• Review course syllabi as necessary to include learning outcomes related to added changes (IP).</li> <li>• All faculty members submit course syllabi to document updates and changes. (IP)</li> <li>• Submit department meeting minutes to show that assessment has been discussed.</li> </ul>
October 1	Begin October's Assessment Milestones (IP, ADESU)
October 31	Assessment Plans and Reports due
October 31	<ul style="list-style-type: none"> <li>• Complete and submit previous year assessment report (2015-2016) to OUA.</li> <li>• Complete and submit upcoming assessment plan (2016-2017) to OUA.</li> <li>• Implement and monitor planned assessment activities for the Fall semester.</li> <li>• Update documentation and evidence to support activities.</li> </ul>
November 1	Begin November's Assessment Milestones (IP, ADESU)
November 14	Fall exit survey (administered to graduating seniors)
November 1-30	Arrange a site visit for the Office of University Assessment to discuss OUA feedback on current year assessment plan and progress of assessment milestones.
November 1	GEAC focus groups conducted
November 4	Last day to withdraw (course/term)
November 14	Continue November's Assessment Milestones (IP, ADESU, ESS)
November 30	Complete November's Assessment Milestones (IP, ADESU, ESS)
December 1	ALC reporting begins
December 9	Fall Commencement

## SPRING 2017

January 2	Begin January's Assessment Milestones (IP, ADESU, ESS)
January 6	Review Fall Results/Plan adjustments (IP, ADESU, ESS)
January 15	ALC report due to OIR
January 31	<ul style="list-style-type: none"> <li>• Collect and analyze Fall assessment results.</li> <li>• Make necessary changes, if any, based on Fall results.</li> <li>• Implement Spring assessment activities.</li> <li>• Submit department meeting minutes to show that assessment has been discussed.</li> </ul>
February 3	ALC Status Report due to FLBOG
March 2	GEAC focus groups conducted
March 13	ASSQ-Assessment Support Services Questionnaire Administration Begins
March 13	ETS Proficiency Profile test administration begins (seniors)
March 15	Assessment Roundtable ( <i>Tentative – subject to change</i> )
March 24	Last day to withdraw (course/term)
April 1	Begin April's Assessment Milestones (IP, ADESU, ESS)
April 10	Spring exit survey (administered to graduating seniors)
April 28	Spring Commencement
April 30	<ul style="list-style-type: none"> <li>• Collect and analyze spring assessment results.</li> <li>• Compile and analyze reassessment results of previous years' outcomes that needed to be reassessed.</li> <li>• Arrange a site visit for the Office of University Assessment to discuss progress of Assessment Milestones and, if necessary, needed corrective actions.</li> <li>• Update documentation and evidence to support activities.</li> </ul>
May 5	ETS Proficiency Profile ends (seniors)
May 30	NSSE Ends
June 1-30	Summarize and analyze assessment results
June 1-30	Develop recommendations for improvement
July 1-31	Summarize and analyze assessment results
July 1-31	Develop recommendations for improvement
July 1-31	Develop implementation and action plan based on recommendations
July 20-31	Discuss assessment results (DLAC, SLAC, CLAC)

Dates listed above are subject to change. Please Contact the office of University Assessment for additional information [assessment@famuedu](mailto:assessment@famuedu).