

## FALL 2019

August 14-16	Faculty Planning Conference
August 14-25	Discuss assessment results (IP, ADESU, ESS)
August 15-26	Assessment Review and Training Sessions ( <i>contact the OUA to schedule</i> )
August 15	<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> </ul> Submit department meeting minutes to show that assessment has been discussed.
August 15	<ul style="list-style-type: none"> <li>Complete and submit previous year assessment report (2016-2017) to OUA.</li> <li>Complete and submit upcoming assessment plan (2017-2018) 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>
August 29	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	Finalize assessment results, needed changes, and action plans (IP, ADESU)
September 15	Assessment Plans and Reports due
September 30	ETS Proficiency Profile test ends (Freshman)
October 15	Assessment plan review completion
November 1	Begin November's Assessment Milestones (IP, ADESU)
November 15	ALC start working on FLBOG report
November 6	GEAC focus groups conducted
November 19	GEAC Focus Group
November 20	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 14	Continue November's Assessment Milestones (IP, ADESU, ESS)
November 29	Complete November's Assessment Milestones (IP, ADESU, ESS)
December 2	FLBOG ALC reporting begins
December	Fall Commencement
December 31	ALC report due to FLBOG

## SPRING 2020

January 3	Begin January's Assessment Milestones (IP, ADESU, ESS)
January 9	Review Fall Results/Plan. Make needed adjustments (IP, ADESU, ESS)
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>
March 4	GEAC focus groups conducted
March 25	ETS Proficiency Profile test administration begins (seniors)
March 18	Assessment Roundtable ( <i>Tentative – subject to change</i> )
April 1	Begin April's Assessment Milestones (IP, ADESU, ESS)
April 1	ASSQ-Assessment Support Services Questionnaire Administration Begins
April 8	Spring exit survey (administered to graduating seniors)
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 1	Spring Commencement
June 1-30	Summarize and analyze assessment results
July 1-31	<ul style="list-style-type: none"> <li>• Develop recommendations for improvement</li> <li>• Develop implementation and action plan based on recommendations</li> </ul>
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).*