ACADEMIC ASSESSMENT PLAN TIMELINE (July 2010 update)

**Summer – Fall 2010**

**June 2010**
- Re-write Standard 14 -- Carroll
- Write monitoring report – 1\textsuperscript{st} draft 6/30/10 – Carroll/Snyder/Sargent

**July 2010**
- Assessment Committee planning meeting – 7/13 -- review results of committee assessments to use for planning fall Professional Development workshops; review and revise monitoring report
- Final Monitoring Report Due to President – 7/30/10 – Carroll/Snyder/Sargent

**August 2010**
- All course outline revisions and program goals will be documented, electronically accessible, and faculty ready for fall course assessments. Carroll/Snyder/Morse/Sargent.
- August 20th – Professional Development Day – faculty workshop on preparing for fall assessment; team visit; ascertain desired topics for workshops; assess the assessment; check that all “p” program courses are assessed annually

**September 2010**
- Sept. 1\textsuperscript{st} -- Final Report Due to Middle States
- Sept. -- Assessment Committee Meeting – Visit preparation; Schedule topics for workshops: developing effective rubrics, building quality objective tests, assessing using qualitative measures, assessment best practices… (use feedback from Assessment Day)
- Program Review Curricula assigned. Associate Deans.
- Prepare catalog changes on on-going basis
- Week of Sept. 27\textsuperscript{th} – Team visit

**October 2010**
- Oct. -- Assessment Committee Meeting – Review and update Handbook; plan PD day
- Oct. -- GEAR Group Meeting – New requirements; changes for GENED assessment on campus…
- Oct. -- Division Meeting – Budget prep based on program resources budget forms; check that all “p” program courses are assessed annually

**November 2010**
- Nov. -- Assessment Committee Meeting – Research PD options for outside presenters
- Nov. -- Division Meeting – Assessment issues?
- Nov. -- Professional Development Day – Discussions on proposed program actions?/Team Visit Report?

**December 2010**
- Dec. -- Assessment Committee Meeting –
- TBD -- Division Meeting – Assessments checked off on division final check list
- Dec. -- MSCHE Annual Convention – Philadelphia – Assessment Committee Co-Chairs
Spring – Summer 2011

January 2011

- Jan. -- Assessment Committee Meeting --
- Jan. -- Assessment Day (CTL conversations from Fall) -- Faculty report on assessment stories
- Jan. -- Division Meeting --

February 2011

- Feb. -- Assessment Committee Meeting --
- Feb. -- Division Meeting --

March 2011

- Mar. -- Assessment Committee Meeting --
- Mar. -- Division Meeting --

April 2011

- Apr. -- Assessment Committee Meeting --
- Apr. -- Division Meeting --

May 2011

- May -- Assessment Committee Meeting --
- May -- Division Meeting --
- May -- Assessment Day -- CTL on Spring Assessments -- PLO and ILO review

Summer 2011

- Professional development -- AIRPO Annual Convention

Fall 2011 – Spring 2012

August 2011

- August -- Professional Development Day -- faculty workshop on preparing for fall assessment; planned per feedback from last PD Day

September 2011

- Sept. -- Assessment Committee Meeting -- Schedule topics for workshops: developing effective rubrics, building quality objective tests, assessing using qualitative measures, assessment best practices... (use feedback from Assessment Day)
- Program Review Curricula assigned. Associate Deans.
- Prepare catalog changes

October 2011

- Oct. -- Assessment Committee Meeting -- Review and update Handbook; plan PD day
• Oct. -- GEAR Group Meeting – New requirements; changes for gen ed assessment on campus?
• Oct. -- Division Meeting – Budget prep based on program resources budget forms; check that all “a” & “p” program courses are assessed annually

**November 2011**

• Nov. -- Assessment Committee Meeting – prepare PD workshop
• Nov. -- Division Meeting – Assessment issues?
• Nov. -- Professional Development Day – Topics based on assessments

**December 2011**

• Dec. -- Assessment Committee Meeting –
• TBD -- Division Meeting – Assessments checked off on division final check list.
• Dec. -- MSCHE Annual Convention – Philadelphia – Assessment Committee Co-Chairs, plus 3 attending

**January 2012**

• Jan. -- Assessment Committee Meeting – Plan PD Day / Discussion for PRR
• Jan. -- Faculty Return for Spring Semester -- Professional Development Assessment Day

**February 2012**

• Feb. -- Assessment Committee Meeting –
• Feb. -- Division Meeting --

**March 2012**

• Mar. -- Assessment Committee Meeting –
• Mar. -- Division Meeting --

**April 2012**

• Apr. -- Assessment Committee Meeting –
• Apr. -- Division Meeting --

**May 2012**

• May -- Assessment Committee Meeting –
• May -- Division Meeting --
• May -- Assessment Day -- CTL on Spring Assessments -- PLO and ILO review

**SUMMER – FALL 2012**

**Summer 2012**

• Professional development – AIRPO Annual Convention
• Assessment Committee Planning for PDD
August 2012

• MSA Conference
• Professional Development Day

September 2012

• Assessment Committee Meeting
• Division Meeting

October 2012

• Assessment Committee Meeting
• Division Meeting

November 2012

• Assessment Committee Meeting
• Division Meeting
• Nov. - Professional Development Day

December 2012

• Assessment Committee Meeting
• Division Meeting
• Professional Development planning for Jan.