

Annual Academic Assessment Schedule

Spring Semester	Responsible Parties	Activities
January	Faculty, Program Coordinators/ Directors, and Department Heads	<p>Hold Spring orientation assessment meeting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Take meeting minutes. <input type="checkbox"/> Complete entering fall semester assessment data in Weave. <input type="checkbox"/> Review the fall assessment data (findings/results). <input type="checkbox"/> Compare results to previous year’s data or the last review cycle for the learning outcomes assessed. <input type="checkbox"/> Reflect on findings. What improvements have been made since the previous cycle? <input type="checkbox"/> Make recommendations for improvement (next steps) to be implemented for the fall cycle or next review cycle for the learning outcomes assessed. Plan for changes, as necessary. <input type="checkbox"/> Review assessments to be collected during the spring semester. Implement changes determined during the previous cycle for the learning outcomes to be assessed. <input type="checkbox"/> Document in Weave and upload meeting minutes.
January-February	Program Coordinators/ Directors	<p>Document in Weave:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Finish entering previous cycle’s findings/results, reflections and recommendations for improvement, and improvements achieved or future plans for improvement, if not achieved this cycle. <input type="checkbox"/> Attach evidence files that support the findings. <input type="checkbox"/> Attach meeting minutes that reflect assessment work. <input type="checkbox"/> Update entries in the Plan Information Block. <input type="checkbox"/> Change Weave plan status to “Internal Review”.
By the 4 th Wednesday of March	Program Coordinators/ Directors	<p>Report due to Department Head</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete the <u>Annual Academic Assessment Summary Report template</u>, a summary of the previous year’s assessment findings, actions, results, and future actions, highlighting where assessment data has been used to improve student learning (i.e. curriculum changes in the program, individual courses, specific assignments, etc.). <input type="checkbox"/> Save the report in the program’s Weave plan. <input type="checkbox"/> Send report to the department head.

By the 2 nd Wednesday of April	Department Heads	Report due to the Dean <input type="checkbox"/> complete a summary of all department assessment findings, highlighting key changes and improvements. <input type="checkbox"/> Send report to the dean.
By the 2 nd Wednesday in April	Assessment & Accreditation Office	<input type="checkbox"/> Change Weave plan status to “Complete”. <input type="checkbox"/> In Weave, copy previous year’s projects for the new year.
By the 4 th Wednesday in April	Deans	Report due to the EVPAAP <input type="checkbox"/> Complete an executive summary of all college assessment findings, highlighting key changes and improvements. <input type="checkbox"/> Send report to assessment@atu.edu . <input type="checkbox"/> Report findings at the next Dean’s Council Meeting.
March-May	Faculty, Program Coordinators, and Department Heads	<input type="checkbox"/> Collect and enter spring semester data, as available. <input type="checkbox"/> Change Weave plan status to “In Progress”.
Fall Semester	Responsible Parties	Activities
August	Faculty, Program Coordinators, and Department Heads	Hold Fall orientation assessment meeting <input type="checkbox"/> Take meeting minutes. <input type="checkbox"/> Complete entering spring semester assessment data. <input type="checkbox"/> Review the spring assessment data (findings/results). <input type="checkbox"/> Compare results to previous year’s data or last review cycle for the learning outcomes assessed. <input type="checkbox"/> Reflect on findings. What improvements have been made since the previous cycle? <input type="checkbox"/> Make recommendations for improvement (next steps) to be implemented for the spring cycle or next review cycle for the learning outcomes assessed. Plan for changes, as necessary. <input type="checkbox"/> Review assessments to be collected during the fall semester. Implement changes determined last January or the previous cycle for the learning outcomes to be assessed. Document in Weave and upload meeting minutes.
September	Assessment and Accreditation Office	<input type="checkbox"/> Annual Assessment Report completed for the previous year (executive summary of Annual Assessment, Program Review,

		General Education Assessment, and Co-Curricular Assessment from previous year).
October-December	Faculty, Program Coordinators, and Department Heads	<input type="checkbox"/> Collect and enter fall semester data