**2017 – 2018 Undergraduate Program Assessment Dates**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Departmental** | **General Education** | | | | | **Alternative**  **Delivery** | **Co-Curricular** | **Action taken by** | **2017 - 2018** |
| August Faculty Seminar | | | | | | | | Department /Gen Ed/Assessment  Chairs | Results of previous year shared |
| Assessment Chair | 2017 – 2018 Assessment Cycle Reviewed |
| Aug/Sept 17 | | ---- | | | | ----- | Aug/Sept 17 | Departments | Review, revise, update Assessment Matrix |
| ----- | | | DONE | | | ---- | ------ | Gen Ed Chair | 17-18 Gen Ed Outcome - COMMUNICATION |
| 9/30/17 | | | | | | | | Departments &  Department  Chairs  Co-Curr | Submits matrix to Blackboard Assessment Site |
| Complete form & Submit to Blackboard Site:  #1: Undergraduate Program Assessment Plan: Student Outcomes |
| Complete form & Submit to Blackboard Site:  #1: Undergrad Program Assessment Plan: Student Outcomes – Gen Ed |
| Complete form & Submit to Blackboard Site:  #1: Undergrad Program Assessment Plan: Student Outcomes – Co-Curricular |
| *Dual Credit Liaison OR Course*  *Instructor* | Complete form & email to Assessment Committee Chair:  #3: Assessment Plan: Alternative Delivery – Student Outcomes - Fall courses |
| 10/15/17 | | | | | | | | Assessment  Committee | Assessment Committee & Deans Review  Matrixes & Plans |
| 10/17 – 5/18  10/17 – 12/17\* | | | | | | | | Department  CoCurr  *Dual Credit Liaison OR Course Instructors\** | When approved - collect artifacts  \*Fall Semester Alternative Delivery |
| ----- | | | | 12/30/17\* | | |  | *Dual Credit Liaison OR Course Instructors\** | Completes form: #4 Executive summary Undergraduate Program Assessment: Alternative Delivery & email to Assessment Committee Chair\* - FALL |
| January Seminar 2018 | | | | | | | | Department  Chairs  Course Instructor\*  Chair CoCurr\*\* | Provide progress reports on  Departmental & Gen Ed & Alternative Delivery\*  & Co-Curricular\*\* Assessment. |
| ----- | | | | 1/30/18 | | |  | *Dual Credit Liaison OR Course Instructors\** | Complete form & email to Assessment Committee Chair:  #3: Assessment Plan: Alternative Delivery – Student Outcomes\* - SPRING Courses |
| ----- | | | | 4/30/18 | | |  | Course Instructor\* | Complete form & email to Assessment Committee Chair:  #3: Assessment Plan: Alternative Delivery – Student Outcomes\* - May/Summer courses |
| Spring Seminar 2018 | | | | | | | | Department  Chairs  Course Instructor\*  Chair CoCurr\*\* | Provide progress reports on  Departmental & Gen Ed & Alternative Delivery\*  & Co-Curricular\*\* Assessment. |
| 6/15/18 | | | | | | | | Departments  &  Department Chairs | Completes form: #2 Executive Summary Undergraduate Program Assessment: Student Outcomes and submits to Blackboard assessment site |
| Completes form: #2 Executive summary Undergraduate Program Assessment: Student Outcomes – GEN ED & submits to Blackboard assessment site.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*Completes form: #2 Executive summary Undergraduate Program Assessment: Student Outcomes – Co-Curricular & submits to Blackboard assessment site. |
| Co Curr Comm  & Co Curr Chair\*\* |
| *Dual Credit Liaison OR Course Instructors\** | Completes form: #4 Executive summary Undergraduate Program Assessment: Alternative Delivery & email to Assessment Committee Chair\* - SPRING |
| ----- | | | | | 7/30/18 | | ------ | Course Instructor\* | Completes form: #4 Executive summary Undergraduate Program Assessment: Alternative Delivery & email to Assessment Committee Chair\* - May/Summer |
| By 7/15/18 | | | | | | | | Assessment Committee & Deans | Review **#2 Executive Summaries** - **Departmental /Gen Ed/Co Curricular & #4 Executive Summary Alternative Delivery ---**Consider actions that have budget implications. |
| ------ | August | | | | | ----- | ------ | GEN ED Chair | Reviews #2 Executive Summaries – Gen Ed &  Completes **Summary of Executive Summaries** – Submits to Assessment Committee Chair |
| ------ | ----- | | | | | ----- | August | Co Curr Chair | Reviews #2 Executive Summaries – Co Curr  Completes **Summary of Executive Summaries** – Submits to Assessment Committee Chair |
| August | ------- | | | | | August | ----- | Assessment Committee Chair | Complete **Summary of Executive Summaries- Departmental & Alternative Delivery** |
| September | | | | | | | | Assessment Committee Chair | Complete 2017 – 2018 HLC Assessment Report |
| All documents for 2017 – 2018 assessment cycle posted to WordPress Site & document completed for HLC evidence file. |