

Undergraduate Program Assessment Dates
Departmental and General Education Assessment will be completed in alternate years with
Program Review starting in 2021 – 2022
DUAL CREDIT ASSESSMENT WILL BE COMPLETED EVERY YEAR

Departmental	General Education	Alternative Delivery	Co-Curricular	Action taken by	
August meetings				Department /Gen Ed/Assessment Chair	Results of previous year reviewed/ in program review meetings
Aug/Sept	----	-----	Aug/Sept	Departments	Review, revise, update Assessment Matrix
9/30				Departments & Department Chairs	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
				Co-Curr	Complete form & Submit to Blackboard Site: #1: Undergrad Program Assessment Plan: Student Outcomes – Co-Curricular
					Dual Credit Liaison OR Course Instructor
10/15				Assessment Committee	Assessment Committee & Deans Review Matrixes & Plans
10 – 5 10 – 12*				Department CoCurr Dual Credit Liaison OR Course Instructors*	When approved - collect artifacts *Fall Semester Alternative Delivery
-----		12/30		Dual Credit Liaison OR Course Instructors*	Completes form: #4 Executive summary Undergraduate Program Assessment: Alternative Delivery & submit to BlackBoard Assessment Site - FALL
-----		1/30		Dual Credit Liaison OR Course Instructors	Complete #3: Assessment Plan: Alternative Delivery – Student Outcomes form & submit to BlackBoard Assessment Site - SPRING Courses
-----		4/30		Course Instructor*	Complete form & email to Assessment Committee Chair: #3: Assessment Plan: Alternative Delivery – Student Outcomes* - May/Summer courses
6/15				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.
				Co Curr	*Completes form: #2 Executive summary Undergraduate Program Assessment: Student Outcomes – Co-Curricular & submits to Blackboard assessment site.
				Dual Credit Liaison OR Course Instructors*	Completes form: #4 Executive summary Undergraduate Program Assessment: Alternative Delivery & submit to the BlackBoard assessment site - SPRING
-----		7/30	-----	Course Instructor*	Completes form: #4 Executive summary Undergraduate Program Assessment: Alternative Delivery & submit to the BlackBoard Assessment site - May/Summer
By 7/15				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
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August	-----	August	-----	Assessment Committee Chair	Complete Summary of Executive Summaries- Departmental & Alternative Delivery
September				Assessment Committee Chair	Complete HLC Assessment Report
					All documents for assessment cycle posted to WordPress Site & document completed for HLC evidence file.