

CEAP Assessment Calendar

Data collection in Fall and Spring semesters of an academic year

- Look Back Assessment Report (Based on Fall/Spring academic year – Data available in May)
 - Program meets during Assessment Day – reviews interim fall data and drafts the annual report
 - Rough draft due at the end of Assessment Day based on fall data only
 - Rough draft to be reviewed by Dir. Of Assessment and Assoc. Dean
 - Final Report due first week of June for department head review
 - Final Report due from department head at end of June for final college review (Assoc. Dean & Director of Assessment)
- September – Strategic Planning Day
 - Whole Group: Strategic Planning re-centering at college level
 - Program time (majority of time):
 - Reconsider Look Back report – look again at data & progress
 - Plan for program changes to make this academic year based on last report
 - Review assessment plan – goals & outcomes still valid?
 - Proposals for major initiatives
 - Proposals for budget requests
- January – Assessment Day
 - Whole Group: Re-center on assessment
 - Program time (majority of time):
 - Review fall interim data, progress to achieving outcomes/goals
 - Review progress of making changes to program
 - Prepare draft university Look Back report

