

University of the District of Columbia

PROPOSED STANDARDIZED ASSESSMENT CALENDAR (SAC)

Part A – refers to Columns 1-4, the planning section of Assessment Plan/Report template

Part B – refers to Columns 5-6, the reporting section of Assessment Plan/Report template (and column 6 will be modified to specify –“Budget Implications”)

Deadline	Deliverable	Description
Professional Development Week – 3 rd week in August	“Assessment Plan/Report” Professional Development Workshops	The University Assessment Committee and University Assessment Director (proposed new position) offer a series of Assessment Plan/Report workshops to assist programs and departments in the development and refinement of their annual Assessment Plan/Reports during the annual faculty professional development week. Workshops are provided to provide support to faculty and staff in developing each component of their Assessment Plan/Reports (e.g. goals and objectives, assessment methods and processes, evaluation data analysis, and strategic use of assessment results).
Last Friday in August	Program Assessment Plan/Report Part A (Columns 1 through 4)	Each program and department, including all academic and non-academic units, submit Part A of their annual Assessment Plan/Report/Report, Columns 1 through 4. The first components of the Assessment Plan/Report identify the program goals and objectives, strategies for implementing the outcomes/objectives, assessment methods, processes for collecting the data, and responsible parties (See Assessment Plan/Report template).
Last Friday in October	Assessment Plan/Report Part A with UAC and Executive Feedback	The University Assessment Committee, as well as the Program Dean/VP/Senior Executive review the submitted Assessment Plan/Reports and provide feedback on the Assessment Plan/Report to the unit, in order to make recommendations for improvement and address any deficiencies or challenges in the assessment approach. By Nov 1, each of the programs and departments receive the recommended revisions or feedback.
Professional Development Day – First	“Assessment Plan/Report” Professional	The University Assessment Committee and University Assessment Director (proposed new position) offer professional development seminars designed to assist

Deadline	Deliverable	Description
week of January	Development Workshops	faculty and staff in preparing for data collection and analysis and strengthening the assessment process for continuous improvement. These workshops follow up on the workshops offered in August, while focusing on the last phase (Part B) of the Assessment Plan/Report, findings, action items/recommendations based on the assessment data.
2nd Friday in January	Program Assessment Plan/Report – Mid Point Progress Report Submitted to UAC	Programs submit a mid-point progress report in the Assessment Plan/Report template, noting any progress or challenges in working on the Assessment Plan/Report to date. It is not expected for units and departments to address Part B (the last 2 columns) of the Assessment Plan/Report in the mid-point update, although some programs may have some data to report at mid-year.
Last Friday in April	Program Assessment Plan/Report – Mid Point Progress Report with UAC and Executive Feedback	The UAC and Dean/VP/Senior Executive submit feedback on the mid-point Assessment Plan/Report program reports, including recommendations and suggested resources for less developed Assessment Plan/Reports. The UAC uses a standard rubric (See Attached) to evaluate the quality of the Assessment Plan/Reports for each unit in the university. The UAC prepares a summary report that identifies which program/department Assessment Plan/Reports are exemplary (best practice), sufficient (meets standard), developing, and underdeveloped.
January – May	Assessment Plan/Report (development)	Programs meet internally and with their stakeholders about their assessment cycle, including but not limited to: Assessment Strategies Tools Challenges with Data Collection or Analysis Report Writing Use of Assessment Results Multi-Year Staggering of Objectives and Outcomes Assessment Proposed Changes for Assessment Plan/Report
By June 1 (May 15-June 1)	Completed Assessment Plan/Report	Each program or unit submits their completed annual Assessment Plan/Report, including Part B, the last 2 columns of the template. The completed Assessment

Deadline	Deliverable	Description
	(including Parts A & B) is Submitted to UAC & Dean/VP	Plan/Report includes the assessment results, as well as action steps, recommendations, and budget implications/proposals/needs based on the assessment findings. The plan can be submitted anytime in between May 15-June 1.
Last Friday in July	Evaluation of Assessment reports by the College (Dean)/ Division (VP) for College/Division-level summary	The Deans, Vice Presidents, and Cabinet level Officers prepare college/division level overviews of strategic goals, priorities, action items, and needed resources based upon the submitted program-level Assessment Reports. Resource allocation decisions made at the executive level, and in concert with the University's Budget Committee, are informed by the results and recommendations identified in the previous year's Assessment Reports.
First Friday in August	Report to the Board of Trustees	Report submitted to BOT committees (committees to be determined based on whether there are Fiscal, operations or academic impact) for discussion and recommendations/approval in their first fall meeting.
Professional Development Week	Assessment showcase	One professional development day dedicated to showcasing excellent and promising assessment practices in academic and service units to include use of data in providing information and decisions about program development and improvement.
4th Friday in August	Evaluation of previous year's Assessment Process	UAC conducts an evaluation and assessment of the overarching assessment process and makes appropriate adjustments.