



MSU Co-Curricular Assessment Calendar

Responsibility	Action	Completion Dates	Synopsis of Procedure
Program/Office	Offices enter <u>planning phase*</u> of co-curricular assessment for upcoming year	June 2 – July 31 *Some programs may begin project phase during this timeframe.	Program/Office directors and appropriate VP’s will meet, discuss previous year’s feedback, and develop strategy for A) Closing the loop on improvement items, B) Implementing data driven changes to assessment procedures and processes for program/office improvement, C) implementing data driven changes to pedagogy and co-curriculum for student learning improvement. Assessment steps of <i>Ask</i> and <i>Gather</i> are completed.
Program/Office	Submission of Yearly Program Assessment (YPA) to VPAA’s office via DAA	June 1-15	Directors submit YPA’s to Vice President of Academic Affairs (VPAA) office via Director of Academic Assessment (DAA) and appropriate direct supervisor. Director of Academic Assessment reminds YPA authors of submission deadline one week before submission deadline. Documents are stored and organized on MiSU VPAA SharePoint site. Assessment step of <i>Report</i> is completed.
DAA	Finalization of YPA report submission, storage, organization, and audit by DAA	July 1	DAA and VPAA confirm all applicable YPA’s are submitted, stored, and organized through an audit process.
DAA & CC Committee	Reading, review, and evaluation of each submitted YPA by DAA and Committee	June 1 – July 1	DAA & CC Committee will read, review, and evaluate each YPA. Evaluation will produce a response entailing points of praise and points of consideration for improvement.



Director of Academic Assessment

DAA	Generalized synopsis of the condition of Co-Curricular YPA's and assessment at MSU relayed to VPAA, and any other relevant VP's, by DAA	July 15	DAA will produce an informative report detailing the present condition of YPA's and consequently the present condition of co-curricular assessment at MSU.
DAA	Reviewed YPA's returned to author/Director by DAA	July 15	Reviewed YPA's will be returned to authors/director with appropriate VP sent a copy. A request for personalized follow-up with DAA will be sent as needed and desired.
Program/Office	Planning strategy documents submitted to VPAA's office and to any other relevant VP's	July 31	Directors submit planning documents to appropriate VP and send copy to DAA for storage and organization of assessment planning strategies.
Program/Office	Co-Curricular programs begin <u>project phase*</u> of current assessment cycle (Fall/Spring)	August 1 - April 30 of following year *Some programs/offices may begin project phase during the summer semester.	All programs will begin collecting new assessment cycle data. Some programs may begin collecting data and implementing assessment projects during summer semester. Said programs will have assessment review and planning completed. No formal feedback is planned. Informal feedback is possible if desired. Program chairs, directors, and faculty implement assessment plans for fall and spring semesters. Assessment steps of Gather , Analyze , and Apply are completed
Program/Office	Programs enter reporting phase of current years' assessment project.	May 1 – May 31	Program directors and personnel gather, edit, and finalize assessment reports from previous academic year. Assessment steps of Apply and Report are completed