



Director of Academic Assessment

MiSU ACADEMIC ASSESSMENT CALENDAR

| Personnel | Action | Completion Dates | Synopsis of Procedure |
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| YPA Author, VPAA, & DAA | Submission of Yearly Program Assessment (YPA) | Nov 1 | Chairs and/or program directors submit YPA's to Vice President of Academic Affairs (VPAA). VPAA reminds YPA authors of submission deadline five days after submission deadline opens (Nov. 1) VPAA shares documents with Director of Academic Assessment (DAA) and both ensure documents are stored and organized on MiSU VPAA SharePoint site. |
| VPAA & DAA | Finalization of YPA report submission, storage, organization, and audit | Dec 1 | DAA and VPAA confirm all applicable YPA's are submitted, stored, and organized through an audit process. |
| DAA & YPA Author | Reading, review, and evaluation of each submitted YPA | December 2 – January 31 | DAA will read, review, and evaluate each YPA. Evaluation will produce a response entailing points of praise and points of consideration for improvement, which is provided to YPA Author. |
| DAA & VPAA | Generalized synopsis of the condition of YPA's and assessment at MiSU relayed to VPAA | February 15 | DAA will produce an informative report detailing the present condition of YPA's and consequently the present condition of academic assessment at MiSU. |
| YPA Author & DAA | YPA's returned to author and chair | February 28 | Reviewed YPA's will be returned to authors and chairs with a request for personalized follow-up with DAA as needed and desired. |
| Faculty | Programs enter <u>planning phase</u> of | March 1 – May 1 | Program directors, faculty, and chairs will meet, discuss feedback, and develop strategy for A) Closing the loop on improvement items, B) |



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| | assessment for upcoming year | | Implementing data driven changes to assessment procedures and processes for program improvement, C) Implementing data driven changes to pedagogy and curriculum for student learning improvement. Assessment steps of <i>Ask</i> and <i>Gather</i> are completed. |
| YPA Author, VPAA, & DAA | Planning strategy documents submitted to VPAA | May 2 – May 31 | Chairs and program directors submit planning documents to VPAA. VPAA and DAA collect, store, and organize assessment planning strategies. |
| Faculty | Academic programs begin project phase of assessment cycle (Summer/Fall/Spring) | May 1 | All programs will begin new assessment cycle. Some programs 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. |
| Faculty | Remaining academic programs enter project phase of assessment cycle | First day of Fall Semester – May 1 of following year | Program chairs, directors, and faculty implement assessment plans for fall and spring semesters. Assessment steps of <i>Gather</i> , <i>Analyze</i> , and <i>Apply</i> are completed |
| Faculty | Academic Programs enter reporting phase of previous years' assessment project. | September 1 – October 31 | Program chairs, directors, and faculty gather, edit, and finalize assessment reports from previous academic year. Assessment steps of <i>Apply</i> and <i>Report</i> are completed |