ASSESSMENT CALENDAR

2019-2020 Academic Year

Plan B

With the EU transition to an all online modality, we must ensure that our assessment process remains solidly in place. This includes full assessment data collection and analysis, departmental communication and collaboration of findings, and submission of SLARs, APRs, and APs on or before the due date of August 15, 2020. The 2019-2020 Assessment Calendar remains in place with the following additional directives:

- **ASSESSMENT LIAISONS** will communicate regularly with department chairs/deans regarding assessment progress of data collection, SLARs, APRS, and APs on or before the following Friday dates: April 3, April 17, May 8, July 10, and August 10.
- **DEPARTMENT CHAIRS/DEANS** will inform faculty of Plan B, deadline for PLO data submission of May 6, and additional due dates in Plan B. They will also work with program coordinators to arrange discussion with full-time faculty regarding PLO data findings, analysis, and ensure that **ALL** SLARs, APRs, and APs are submitted to them by the deadline date of August 15. Department chairs will upload all documents to Course Commons on or before August 15.
- **PROGRAM COORDINATORS** will communicate their data findings/analysis to departmental full-time faculty on or before May 15, 2020. Faculty discussion should then follow via e-mail or Zoom, etc. on or before May 29. Program Coordinators will submit SLARs, APRs, and APs on or before August 15 to their department chair.
- **ASSESSMENT CHAIR** will communicate regularly with the Assessment Team via e-mail, monitor Course Commons for submission of documents, and work with the Marketing Department in updating the EU Assessment page.

Due Date(s)	Assignment	Person(s) Responsible
Aug. 1 (Fall) **Dec. 14 (Spring)**	**Curriculum Maps:** Sign off on curriculum maps and use maps to determine courses that will assess PLOs. Communicate the PLOs faculty will assess.	Dept. Chairs
Aug. 1 (Fall) **Dec. 14 (Spring)**	**PLO Rubrics:** If needed, update descriptive rubrics for PLOs and upload in Course Commons. *See training video and Video Cheat Sheet #1 https://courses.evangel.edu/courses/12161/pages/how-to-set-up-plos-in-course-commons	Dept. Chairs and Program Coordinators
Aug. 23 (Fall) **Jan. 9 (Spring)**	**Syllabi:** Using the EU Syllabus Template, create syllabi. Include CLOs, assigned PLOs, and EU20 Outcomes (if applicable). Upload syllabi to Course Commons one week prior to the start of classes. *See Syllabi Template: https://courses.evangel.edu/courses/12161/pages/eu-syllabus-template	Faculty
Aug. 23 (Fall) **Jan. 9 (Spring)**	**CLO and PLO Rubrics:** If using rubrics with CLOs, add CLOs and rubrics in Course Commons. Align appropriate CLOs to PLOs and import the assigned PLOs found in Course Commons assigned to your course. Unless specialized accreditor requirements differ, rubrics will follow EU rubric template of 4 levels. *See training video and Video Cheat Sheet #2 https://courses.evangel.edu/courses/12161/pages/using-outcomes-to-assess-eu20-and-programmatic-outcomes?module_item_id=166677 *See training video and Video Cheat Sheet #3 https://courses.evangel.edu/courses/12161/pages/how-to-create-and-use-clos	Faculty
Dec. 14 (Fall) **May 6 (Spring)**	**Rubric Data:** For faculty assigned to assess PLOs, upload PLO rubric data at the end of each semester.	Faculty
August 15, 2020 ***for 2019-2020 Academic Year***	**SLARs (Student Learning Assessment Reports):** Dept. chairs and program coordinators run reports on PLOs at the end of each semester. All full-time departmental faculty collaborate and review PLO data at the end of each semester. Program coordinators submit SLARs to dept. chairs for the previous academic year on or before August 15, 2020. This date has previously been the last Friday in October and will return to that date in 2020-2021. **APRs (Academic Program Reviews):** Following discussion with departmental faculty and according to the APR Master Calendar, program coordinators submit APRs to the dept. chair on or before August 15, 2020. **APs (Assessment Plans):** Program coordinators review previous APs for revisions and updates. Following discussion with departmental faculty, program coordinators submit 2020-2021 APs to the dept. chair on or before August 15, 2020. Dept. chairs will upload all documents to CC on or before August 15. *All templates for SLARs, APRs, and APs are in Course Commons.	Dept. Chairs, Program Coordinators, and Dept. Faculty
Oct. 30, 2020	Dept. chairs upload the **2019-2020 Department Chair Annual Assessment Checklist** to Course Commons under Assessment Documents by Departments.	Dept. Chairs