

Tip Sheet #22

Calendar for Assessment Activities

Schedule of activities and reporting needs associated with ongoing assessment at UWF.

Fall Term

- Assessment of Academic Foundations / General Studies – all departments with one or more courses in the General Studies Curriculum

Spring Term

- Undergraduate program assessments
- Graduate program assessments

January

Meeting of departments in General Studies to discuss assessment data

March & April

Faculty meetings in departments to interpret and make use of assessment data from the current academic year (all programs).

- Identify strengths and weaknesses revealed by assessment data.
- Discuss how to best use the information from these assessments.
- Determine whether changes in curriculum, teaching strategies, or other interventions are needed to address issues raised by assessment evidence.
- Evaluate the usefulness of current assessment methods.
- Identify any changes that may be needed in assessment methods or questions asked in next academic year.

Keep minutes for this meeting that document any curriculum or assessment-related decisions made. A copy of these minutes will be included in the annual report (June)

June

Summary of assessment work provided in Annual Report

Include information on all academic programs:

- Undergraduate programs and assessment of student learning associated with ALCs
 - Graduate programs and assessment of student learning associated with ALPs
 - Contributions to General Studies curriculum and student learning related to Academic Foundations
- Attach a copy of the minutes from the department meeting at which assessment data were discussed and used.

Expectations for types of information to be provided in the Annual Report

- Brief description of measures used for assessment
- Summary of strengths and weaknesses identified in student learning based on assessment evidence
- Brief description of decisions made based on assessment evidence
- Evaluation of the usefulness of assessment processes
- Plans for assessments to be carried out in the following academic year, including revisions to improve the quality/usefulness of information gained from assessments.