TENNESSEE STATE UNIVERSITY INSTITUTIONAL PLANNING, ASSESSMENT AND REPORTING CALENDAR

Month	Educational / Degree	Administrative	Academic and Student	General Education	Assessment Events
	Program	Support Services	Service		
July		Administrative support	Academic and Student		
		unit Vice Presidents	Service unit Vice		
		submit end of year	Presidents submit end of		
		assessment reports to	year assessment reports		
		Office of Assessment	to Office of Assessment		
		and Accreditation by	and Accreditation by		
		July 15 th .	July 15 th .		
June-	End of year assessment	End of year assessment	End of year assessment	End of year	
September	reports evaluated by	reports evaluated by	reports d evaluated by	assessment report	
	Office of Assessment	Office of Assessment	Office of Assessment	evaluated by Office of	
	and Accreditation	and Accreditation	and Accreditation	Assessment and	
	according to review	according to review	according to review	Accreditation	
	process and feedback	process and feedback	process and feedback	according to review	
	provided to units.	provided to units.	provided to units.	process and feedback	
				provided to General	
				Education Committee.	
August	Degree programs	Administrative support	Academic and student	General Education	
	develop initial student	units develop initial	service units develop	Summit	
	learning outcomes	outcome assessment	<i>initial</i> outcome		
	assessment plan for	plan for current year and	assessment plan for		
	current year and submit	submit to Office of	current year and submit		
	to Office of Assessment	Assessment and	to Office of Assessment		
	and Accreditation by	Accreditation by August	and Accreditation by		
	August 30 th .	30th.	August 30th.		

TENNESSEE STATE UNIVERSITY INSTITUTIONAL PLANNING, ASSESSMENT AND REPORTING CALENDAR

Month	Educational / Degree Program	Administrative Support Services	Academic and Student Service	General Education	Assessment Events
	Tiogram			General Education	
				Committee develops	
				<i>initial</i> student learning	
				outcomes assessment	
				plan for current year	
				and submit to Office	
				of Assessment and	
				Accreditation by	
				August 30 th .	
November 1	Revised assessment	Revised assessment	Revised assessment	Revised assessment	
	reports (prior year)	reports (prior year)	reports (prior year)	report (prior year)	
	submitted to Office of	submitted to Office of	submitted to Office of	submitted to Office of	
	Assessment and	Assessment and	Assessment and	Assessment and	
	Accreditation.	Accreditation.	Accreditation.	Accreditation.	
Nov-Dec	Assessment and	Assessment and	Assessment and	Assessment and	
	Improvement	Improvement	Improvement	Improvement	
	Committee meeting to	Committee meeting to	Committee meeting to	Committee meeting to	
	complete the Program	complete the Program	complete the Program	complete the Program	
	Evaluation Scoring	Evaluation Scoring	Evaluation Scoring	Evaluation Scoring	
	Rubric and Use of	Rubric and Use of	Rubric and Use of	Rubric and Use of	
	Results. Audit (prior	Results. Audit (prior	Results. Audit (prior	Results. Audit (prior	
	year).	year).	year).	year).	
Jan-Feb					Assessment Update to
					Department Chair
					Council Meeting and
					Staff Senate Meeting
February					Assessment Day
Jan-March					Assessment
					Development
					Workshops

TENNESSEE STATE UNIVERSITY INSTITUTIONAL PLANNING, ASSESSMENT AND REPORTING CALENDAR

Month	Educational / Degree Program	Administrative Support Services	Academic and Student Service	General Education	Assessment Events
March					Annual Appraisal of prior year assessment reports submitted to President and Cabinet
May	Educational/degree programs submit end of current year assessment reports to department chairs and deans for review and approval by May 30th.				Strategic plan reviewed/ renewed, benchmarks evaluated, outcomes assessed, and amendments made.
June	Educational/degree program chairs and deans submit <i>end of year</i> assessment reports to Office of Assessment and Accreditation by June 30 th .	Administrative support units submit <i>end of year</i> assessment reports to Vice Presidents for review and approval by June 15th.	Academic and student service units submit <i>end</i> of year assessment reports to Vice Presidents for review and approval by June 15th.	General Education Committee End of Year Report submitted to Vice President for Academic Affairs and Assessment and Improvement Committee by June 30th.	
August					Strategic Plan Yearly Progress Report submitted to Provost.
Year Round					Quarterly meetings with department assessment coordinators.