

TENNESSEE STATE UNIVERSITY
INSTITUTIONAL PLANNING, ASSESSMENT AND REPORTING CALENDAR

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

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	Degree programs develop <i>initial</i> student learning outcomes assessment plan for current year and submit to Office of Assessment and Accreditation by August 30 th .			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	<i>Revised</i> assessment reports (prior year) submitted to Office of Assessment and Accreditation.	<i>Revised</i> assessment reports (prior year) submitted to Office of Assessment and Accreditation.	<i>Revised</i> assessment reports (prior year) submitted to Office of Assessment and Accreditation.	<i>Revised</i> assessment report (prior year) submitted to Office of Assessment and Accreditation.	
Nov-Dec	Assessment and Improvement Committee meeting to complete the Program Evaluation Scoring Rubric and Use of Results. Audit (prior year).	Assessment and Improvement Committee meeting to complete the Program Evaluation Scoring Rubric and Use of Results. Audit (prior year).	Assessment and Improvement Committee meeting to complete the Program Evaluation Scoring Rubric and Use of Results. Audit (prior year).	Assessment and Improvement Committee meeting to complete the Program Evaluation Scoring Rubric and Use of Results. Audit (prior year).	
Jan-Feb					Assessment Update to Department Chair Council Meeting and Staff Senate Meeting
Jan-March					Assessment Development Workshops
March					Annual Appraisal of prior year assessment reports submitted to President and Cabinet

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May	Educational/degree programs submit end of current year assessment reports to department chairs and deans for review and approval by May 30th.				
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 of year</i> 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.	
Year Round					Strategic plan reviewed/renewed, benchmarks evaluated, outcomes assessed, and amendments made.
					Quarterly meetings with department assessment coordinators.