Part IV: What are the roles of the Academic Assessment Committee?

The Academic Assessment Committee assists faculty in the creation and follow-through of their assessments through individual meetings and workshops, by forwarding information, such as this handbook and other resources, and by ensuring that assessment forms are being completed and submitted. The Committee also works with the Director of Teaching and Learning to implement assessment-related professional development activities in the Center for Teaching Excellence. The following timeline represents assessment activities that will occur during each academic year:

**Fall Semester**
- Assessment Chair attends one chairs’/coordinators’ meeting or sends out correspondence through e-mail to discuss assessment updates
- Assessment Chair attends one academic deans’ meeting or sends out correspondence through e-mail to discuss assessment updates
- **October-November:** members of the Assessment Committee schedule time to meet with faculty from each program to assist them in closing the loop on last year’s assessment and creating a plan for the upcoming year
- **November 15:** Assessment Implementation Report (from previous academic year) and Assessment Plan (for upcoming academic year) are due

**Spring Semester**
- Assessment Chair attends one chairs’/coordinators’ meeting or sends out correspondence through e-mail to discuss assessment updates
- Assessment Chair attends one academic deans’ meeting or sends out correspondence through e-mail to discuss assessment updates
- Annual Assessment Day held in March or April
- **March-May:** members of the Assessment Committee schedule time to meet with faculty from each program to assist them in completing their assessment report
- **May 15-September 15:** Assessment Report is due