

College of Engineering, Computer Science, and Construction Management

Academic Year Program Assessment Cycle

The following are grouped logically by semesters and breaks but have overlapping timelines

Fall Semester	Date	Activity
	Prior to 1st day of the semester	Faculty submit course syllabi to Department Chairs for review of embedded assessment content (if appropriate) Department Chairs approve syllabi, return to faculty with assessment deliverables identified
		Faculty administer Senior Exit Surveys prior to end of semester

Winter Break	Date	Activity
	Fall Semester Grade due date	Faculty submit assessment materials to Department Chair and/or department Assessment Committee.
		Department Chair and/or Assessment Committee reviews pertinent outcomes assessment results
		Department Chair and/or Assessment Committee present assessment results to faculty, set actions as needed.*

Spring Semester	Date	Activity
	Prior to 1st day of the semester	Faculty submit course syllabi to Department Chairs for review of embedded assessment content (if appropriate) Department Chairs approve syllabi, return to faculty with assessment deliverables identified
		Faculty administer Senior Exit Surveys prior to end of semester

Summer	Date	Activity
	Spring Semester Grade Due Date	Faculty submit assessment materials to Department Chair and/or department Assessment Committee.
		Department Chair and/or Assessment Committee reviews pertinent outcomes assessment results
		Department Chair and/or Assessment Committee conducts Alumni and Employer surveys
		Senior Exit Survey Results Analyzed - Collegewide Report presented to Department Chairs
		Department Chair and/or Assessment Committee presents assessment results to faculty, set actions as needed.*
	October 1st	Annual Assessment Report from Department Chairs to Dean summarizing assessment results, proposed actions.*

* Department assessment results are to be shared, analyzed, and reflected with appropriate constituent groups including advisory boards or student groups at regularly scheduled meetings.