

William Woods University Assessment Calendar

Assessment Event	Date of Administration	Type of Students	Responsibility Administration	Analysis	Administration Completion Date
CLA+	Fall odd years	Incoming Freshman	Assessment		Within 4 weeks of the start of the fall semester
CLA+	Spring even years	Graduating Seniors	Assessment		The last 4 weeks of the spring semester
NSSE	Spring Odd years	Traditional Campus Student	Assessment	Assessment, Academic Council, Cabinet	Spring Semester
Annual Assessment Reports	Spring	NA	Assessment	Academic Council, Assessment	Late Summer
Program Reviews (Undergrad and Graduate)	On a 5 year rotation	NA	Assessment, Academic Council, Graduate Academic Council	Academic Council, Graduate Academic Council, Assessment	March, October
End of Course Evaluations	End of every term	All Students	Faculty/UIT/Deans/ Program Directors	Faculty, Department Chairs, Deans, Program Directors,	XX days from the end of course.
General Education Assessment	Spring	All Students	Curriculum Committee, Assessment, Faculty	Curriculum Committee, Assessment, Faculty	June
Graduate: End of Program Review	Final course of program	Graduate	Deans	Deans	Fall/Spring/Summer
Education Program Review	TEAC-5 Year cycle	Graduate	Dean	Dean	Next review 2016

MBA Program Review	ACBSP	Graduate	Dean	Dean	Ongoing—once accreditation achieved then 5 year cycle
Online: Course Design Assessment	Ongoing		Dean of Online Campus	Dean of Online campus faculty	Ongoing
Online: Course Delivery Assessment	End of term	Undergraduate, Graduate	Deans, Assessment	Deans, Faculty, Assessment	Ongoing
Co-Curricular					
EBI Res Life survey	Every 2-3 years	Residential Students	Res Life	Student Life	Spring semester when we do it
CORE Alcohol and Drug	Had been doing every 2 yrs in the fall but data not used so on hold	Traditional Students	Counseling Services	Counseling, Dean of Student Life	Spring
*LEAD Survey	Every Spring	Traditional Students	Student Life/LEAD office	LEAD Committee	Summer
Orientation Survey	Each fall (sometimes spring)	Incoming Traditional students	Career Services & Student Transition	Orientation staff and Dean of Student Life	Fall
Recruitment Survey	Fall	Incoming Traditional Students	Student Involvement	Student Involvement, Panhellenic, Dean of Student Life	Fall
Area Reviews	All Student Life Areas	Traditional Students	Directors	Dean of Student Life	Summer
Staff Offices	Spring	Undergraduate, graduate, online	Office supervisors	Cabinet, Assessment	Every other year

*LEAD committee is currently reviewing this process, survey is changing and one may be given each semester.