

Cameron University - Program Quality Improvement Report (PQIR) – AY 2011-2012

Assessment Calendar

Purpose:

The purpose of this document is to provide a list of activities recommended by the Institutional Assessment Committee (IAC) and the Director of Institutional Research, Assessment, and Accountability (IRAA) to prepare for the annual PQIR assessment process.

Assessment Activity Check List:

- Assessment activities to be completed throughout the year:
 - Implement last year's action plans
 - Compile data
 - Analyze data
 - Discuss assessment results
 - Develop action plans based on assessment results
- Academic deans and heads of non-instructional units should discuss and review outcomes, assessment measures, assessment results, and assessment plans with appropriate faculty and staff.
- The appropriate academic dean or head of a non-instructional unit along with the IRAA Director are available to work with faculty and staff on particular areas of concern upon request.

Calendar:

Student Services (SS)

- July 11, 2011 - All information entered into WEAVEonline and designated as "final."
- July 11 - July 18, 2011 - Assigned IAC members review entries and give feedback in WEAVEonline.
- July 19 - July 22, 2011 – SS may revise entries based on feedback.
- July 26 – July 29, 2011 – Roundtable discussions with Student Services programs.
- August 12, 2011 – All corrections or changes entered by Student Services into WEAVEonline. The Vice President of SS marks items as approved if applicable.
- August 15, 2011 – Detailed Assessment Reports (DAR's) printed and archived; Outcomes posted to website.

Enrollment Management (EM) and the Academic Advising Center (AAC)

- September 12, 2011 – All information entered into WEAVEonline and designated as "final."
- September 13 – September 22, 2011 – Assigned IAC members review entries and give feedback in WEAVEonline.
- September 23 – September 30 – EM and AAC may revise entries based on feedback.
- October 3 – 7 – Roundtable discussions with EM and AAC.
- October 24 – All corrections or changes entered by EM and AAC into WEAVEonline.
- October 25 – DAR's printed and archived; Outcomes posted to website.
- October 25 – October 31 - The Associate Vice President of EM and the Director of AAC mark items as approved if applicable.

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Academic Programs (AP)

- October 12, 2011 – All information entered into WEAVEonline and designated as “final.”
- October 13 – October 31, 2011 – Assigned IAC members review entries and give feedback in WEAVEonline. Assigned IAC members make recommendation to the IRAA Director on which programs should be scheduled for Roundtable discussions.
- November 1 – November 7, 2011 – Deans review IAC feedback, IAC recommendations, and make recommendations to IRAA Director on which programs should be scheduled for Roundtable discussions.
- November 1 – November 18, 2011 – AP may revise entries based on feedback.
- November 8 – November 18, 2011 – AP informed on which programs will be participating in Roundtable discussions and schedule is created.
- December 1 – December 20, 2011 – Roundtable discussions with AP.
- January 18, 2012 – All corrections or changes entered by AP into WEAVEonline. The appropriate Dean, Director, or AVP marks items as approved if applicable.
- January 23, 2012 – DAR’s printed and archived; Outcomes posted to website.

General Education (GE)

- October 24, 2011 – All information for General Education courses entered into WEAVEonline and designated as final.
- October 25 – November 14, 2011 – Assigned GEC members review entries and give feedback to department chairs and general education faculty.
- November 15 – January 3, 2012 – GE faculty may revise entries based on feedback.
- January 4 – February 3, 2012 – Assigned IAC members review entries and give feedback in WEAVEonline.
- February 8 – February 29, 2012 – Roundtable discussions with GEC and GE faculty.
- March 9, 2012 – All corrections or changes entered by GE into WEAVEonline. Items marked as approved if applicable.
- March 12, 2012 – DAR’s printed and archived.

Roundtable Discussions:

The IRAA Office will reserve the rooms for the Roundtable Discussions. Scheduling will be based on availability of IAC reviewers, Dean or head of the non-instructional unit, and faculty and staff within the program and unit.

The Roundtable Discussions will be scheduled for 50 minutes. Faculty and Staff will get a handout of particular topics for discussion before the discussion; however, discussions may cover additional topics.

The IRAA office will collect a sign-in sheet of the faculty and/or staff members present.