Savannah State University
Institutional Assessment of Student Learning
Annual Calendar

Tasks	Responsible Stakeholders	Due Date
Review data and Improvement Action Agenda from previous AY, draft current AY Assessment Plan, discuss curriculum, finalize goal setting	Program Faculty, Program Assessment Coordinators, Department Chairs	August, 1st week (Assessment Day)
Assessment Plans (PSLO s and POs) for the current AY due in the Assessment Management System (LiveText)	Program Assessment Coordinators	September, 1st week
Feedback on Assessment Plans due	Department Chairs, IAC, and IRPA	October, 2nd week
Evaluation of key assessment assignments, results entered into LiveText (AMS)	Program Faculty	December, 1st week (Assessment Day)
All fall assessment data due in the Assessment Management System (LiveText)	Program Faculty, Program Assessment Coordinators	December, within 1 week of final grades due date
Discussion of fall assessment findings, calibration/norming on assessment instruments, scoring of sampled student artifacts (second raters), discussion of updates to common assignments/test bank questions, etc.	Program Faculty, Program Assessment Coordinators	January, 1st week (Assessment Day)
Any updates/changes to the assessment plan due in the Assessment Management System (LiveText)	Program Assessment Coordinators	February, 1st week
Evaluation of key assessment assignments, results entered into the Assessment Management System (AMS)	Program Faculty	May, 1st week (Assessment Day)
All spring assessment data due in the Assessment Management System (LiveText)	Program Faculty, Program Assessment Coordinators	May, within 1 week of final grades due date
AY Assessment Reports (PSLO s and POs) and Improvement Action Agenda for Upcoming Academic Year submitted in the Assessment Management System (LiveText)	Program Assessment Coordinators	June, 2nd week
Feedback on Assessment Reports due	Department Chairs, Deans, and IRPA	July, 2nd week
State of Assessment Report due	Department Chairs Deans	August, 2nd week September, 2nd week