**UCA COB CAC Master Calendar Deadlines**

|  |  |  |
| --- | --- | --- |
| **Timing (No Later Than)**  (Based on Academic Calendar) | **Academic Year**  **2012-2013** | **Action** |
| Monday prior to the start of Fall classes | Monday  August 20 | Director of Assessment sends emails to faculty to remind them about assessments due in Fall semester. |
| 2 weeks after start of Fall classes | Thursday  September 6 | Director of Assessment collates Spring assessments and sends results to members of the CAC. |
| 3 weeks after start of Fall classes | Thursday  September 13 | CAC meets to discuss the results of the Spring assessments. |
| 7 weeks after start of Fall classes | Thursday  October 11 | CAC members meet with faculty to discuss the results of the Spring assessments and solicit suggestions for closing the loop. |
| 9 weeks after start of Fall classes | Thursday  October 25 | CAC meets to develop suggestions for closing the loop. |
| 11 weeks after start of Fall classes | Thursday  November 8 | Actions for closing the loop will be rolled out by the appropriate department heads and directors at ExComm. |
| Monday prior to Fall exam week | Monday  December 3 | Director of Assessment sends emails to faculty to remind them about assessments due from Fall and due date. |
| 5 PM on date Fall grades are due | Monday  December 17 | Fall assessments are due to the Director of Assessment by 5 PM. |
| Monday prior to the start of Spring classes | Monday  January 7 | Director of Assessment sends emails to faculty to remind them about assessments due in Spring semester. |
| 2 weeks after start of Spring classes | Thursday  January 24 | Director of Assessment collates Fall and Summer assessments and sends results to members of the CAC. |
| 3 weeks after start of Spring classes | Thursday  January 31 | CAC meets to discuss the results of the Fall & Summer assessments. |
| 7 weeks after start of Spring classes | Thursday  February 28 | CAC members meet with faculty to discuss the results of the Fall & Summer assessments and solicit suggestions for closing the loop. |
| 9 weeks after start of Spring classes | Thursday  March 14 | CAC meets to develop recommendations for closing the loop. |
| 11 weeks after start of Spring classes | Thursday  March 28 | Actions for closing the loop will be rolled out by the appropriate department heads and directors at ExComm. |
| 2 weeks prior to study day in Spring of odd years | Friday  April 12 | Review Learning Goals (Biennial Cycle) |
| 2 weeks prior to study day in Spring of years ending in 5 or 0 | n/a | Review Learning Objectives (Quinquennial Cycle) |
| 2 weeks prior to study day in Spring of years ending in 1 | n/a | Review Assessment Plan (Decennial Cycle) |
| Monday prior to Spring exam week | Monday  April 22 | Director of Assessment sends emails to faculty to remind them about assessments due from Spring and due date. |
| Monday following Spring Graduation | Monday  May 6 | Director of Assessment sends emails to faculty to remind them about assessments due in Summer semesters (if any). |
| 5 PM on date Spring grades are due | Tuesday  May 7 | Spring assessments are due to the Director of Assessment by 5 PM. |
| Monday of last week of Summer II | Monday  August 5 | Director of Assessment sends emails to faculty to remind them about assessments due from Summer and due date (if any). |
| 5 PM on date Summer II grades are due | Tuesday  August 13 | Summer assessments are due to the Director of Assessment by 5 PM (if any). |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Legend | Annual  Fall | Annual  Spring | Annual  Summer | Not  Annual |