

UCA COB Curriculum and Assessment Master Calendar Deadlines

Timing (No Later Than) (Based on Academic Calendar)	Academic Year 2014-2015	Action
Wednesday before classes begin (or College meeting day)	Wednesday August 20	Assessment presentation at Fall faculty meeting
Monday prior to the start of Fall classes	Monday August 18	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 4	Director of Assessment collates Spring assessments and sends results to members of the CAC.
3 weeks after start of Fall classes	Thursday September 11	CAC meets to discuss the results of the Spring assessments.
7 weeks after start of Fall classes	Thursday October 9	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 23	CAC meets to develop suggestions for closing the loop.
11 weeks after start of Fall classes	Thursday November 6	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 1	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 15	Fall assessments are due to the Director of Assessment by 5 PM.
Monday prior to the start of Spring classes	Monday January 5	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 22	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 29	CAC meets to discuss the results of the Fall & Summer assessments.
7 weeks after start of Spring classes	Thursday February 26	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 12	CAC meets to develop recommendations for closing the loop.
11 weeks after start of Spring classes	Thursday March 26	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 10	Review Learning Goals (Biennial Cycle)
2 weeks prior to study day in Spring of years ending in 5 or 0	Friday April 10	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 20	Director of Assessment sends emails to faculty to remind them about assessments due from Spring and due date.
Monday following Spring Graduation	Monday May 4	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 5	Spring assessments are due to the Director of Assessment by 5 PM.
Monday of last week of Summer II	Monday August 3	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 11	Summer assessments are due to the Director of Assessment by 5 PM (if any).

Legend	Annual Fall	Annual Spring	Annual Summer	Not Annual
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