

Center for Assessment, Accreditation, and Retention
 College of Education
 Assessment Calendar - Academic Year 2024-2025

Item	Responsibility	Due Date
Fall 2024 Semester (15 Week, 1st 7-Week, and 2nd 7-Week)		
Fall 2024 Course Identification (Faculty Names) 15-Week and 1st 7-Week Sessions	Program Coordinators, Dept. Chairs	August 7, 2024
Distribution of Notification for Signature Assignment (Faculty 1st 7-Weeks & 15-Week Initial Correspondence)	CAAR	August 12, 2024
New Faculty Institute	CAAR	August 15, 2024
Faculty Institute	College of Education Faculty and Staff	8/19-20/2024
College Wide Meeting - Faculty and Staff	College of Education	TBA
CACREP Addendum Report Submission	Counseling Faculty and CAAR Staff	TBD
Due - Course Syllabus Submission to CAAR - 15-Week and 1st 7-Week Session	Fall 2024 Faculty	September 6, 2024
Distribution of Notification for Signature Assignment (Students 1st 7-Weeks Initial Correspondence)	CAAR	September 6, 2024
Distribution of Notification for Signature Assignment (Students 15-Week Initial Correspondence)	CAAR	September 13, 2024
CACREP Vital Statistics	CAAR	September 27, 2024
MSDE TPAR Report	TLPD and CAAR	October 4, 2024
Fall 2024 Course Identification (Faculty Names) 2nd 7-Week Session	Program Coordinators, Dept. Chairs	September 30, 2024
Distribution of Notification for Signature Assignment (Faculty 2nd 7-Weeks Initial Correspondence)	CAAR	September 30, 2024
Due - Student Learning Outcomes Report	Program Coordinators, CAAR	October 1, 2024
Distribution of Mid-Program and Exit Surveys (Students) to Blackboard (Identified Courses 1st 7 weeks)	CAAR	October 1, 2024
Distribution of Notification for Signature Assignment Reminder (Faculty) 1st 7-Week	CAAR	October 6, 2024
Distribution of Notification for Signature Assignment Reminder (Students) 1st 7-Week	CAAR	October 6, 2024
Due - Student Uploading of Signature Assessment - Student Learning and Licensure 1st 7-Week Session	Fall 2024 Students	October 11, 2024
Due - Fall 2024 1st 7-Week Session Assessment Evaluations -Student Learning and Licensure	Fall 2024 Faculty	October 16, 2024
Due - Course Syllabus Submission to CAAR - 2nd 7-week Session	Fall 2024 Faculty	October 18, 2024
Distribution of Notification for Signature Assignment (Students 2nd 7-Weeks Initial Correspondence)	CAAR	October 23, 2024
COE Faculty and Staff Retreat	College of Education Faculty and Staff	TBA
CACREP Annual Report Data (Previous academic year)	CAAR and Counseling	October 31, 2024
Due -Title II Report - (Part 1)	Program Coordinators, Praxis Lab Coordinator, CAAR	November 1, 2024
Due - COE 5-Year Plan and Curriculum Map Plans	Program Coordinators, CAAR	November 14, 2024
Courses 15 weeks)	CAAR	November 15, 2024
Distribution of Notification for Signature Assignment (Faculty 2nd 7-Week & 15-Week Reminder Correspondence)	CAAR	November 22, 2024
Distribution of Notification for Signature Assignment (Students 2nd 7-Week & 15 Week Reminder Correspondence)	CAAR	November 22, 2024
Due - Student Uploading of Signature Assessment - Student Learning and Licensure 15-Week Session	Fall 2024 Students	December 9, 2024
Due - Student Uploading of Signature Assessment - Student Learning and Licensure 2nd 7-Week Session	Fall 2024 Students	December 9, 2024
Due - Fall 2024 2nd 7-Week and 15-Week Sessions Assessment Evaluations -Student Learning and Licensure	Fall 2024 Faculty	December 19, 2024
Distribution of Notification for Overdue Evaluations (Faculty Fall 2024 Sessions)	CAAR	January 17, 2025
Winter 2025 Semester		
Winter 2025 Course Identification (Faculty Names)	Program Coordinators, Dept. Chairs	December 6, 2024
Distribution of Notification for Signature Assignment (Faculty Initial Correspondence) If necessary	CAAR	December 13, 2024
Distribution of Notification for Signature Assignment (Students / Initial Correspondence) If necessary	CAAR	January 6, 2025
Due - Course Syllabus Submission to CAAR	Winter 2024 Faculty	January 6, 2025
Distribution of Mid-Program Surveys (Students) to Blackboard (If necessary)	CAAR	January 10, 2025
Distribution of Exit Program Surveys (Students) to Blackboard (If necessary)	CAAR	January 10, 2025
Distribution of Notification for Signature Assignment Reminder (Faculty) If necessary	CAAR	January 15, 2025

Distribution of Notification for Signature Assignment Reminder (Students) If necessary	CAAR	January 15, 2025
Due - Student Uploading of Signature Assessment - Student Learning and Licensure	Winter 2024 Students	January 22, 2025
Due - Winter 2025 Assessment Evaluations - Student Learning and Licensure	Winter 2024 Faculty	January 24, 2025
Distribution of 2nd Notification for Overdue Evaluations (Faculty Fall 2024 Sessions)	CAAR	January 27, 2025
Distribution of Notification for Overdue Evaluations (Faculty Winter Session)	CAAR	January 27, 2025
Pull and Distribute Course Evaluation Results from Fall 2024 Semester	CAAR	January 27, 2025
Spring 2025 Semesters (15 Week, 1st 7-Week, and 2nd 7-Week)		
Spring 2025 Course Identification (Faculty Names) 15-Week and 1st 7-Week Sessions	Program Coordinators, Dept. Chairs	January 7, 2025
Distribution of Notification for Signature Assignment (1st 7-Week and 15-Week Faculty Initial Correspondence)	CAAR	January 10, 2025
Distribution of Notification for Overdue Evaluations (Faculty Fall 2024 Session)	CAAR	January 27, 2025
Due - Course Syllabus Submission to CAAR - 15-Week and 1st 7-Week Session	Spring 2025 Faculty	February 10, 2025
Distribution of Surveys (Alumni, Employers)	CAAR	February 10, 2025
Distribution of Notification for Signature Assignment (Students 1st 7-Week Session / Initial Correspondence)	CAAR	February 7, 2025
Distribution of Notification for Signature Assignment (Students 15-Week / Initial Correspondence)	CAAR	February 14, 2025
Distribution of Notification for Signature Assignment (Faculty / 1st 7-Week course Reminder Correspondence)	CAAR	February 28, 2025
Distribution of Notification for Signature Assignment (Students / 1st 7-Week Session Reminder Correspondence)	CAAR	February 28, 2025
Distribution of Mid-Program and Exit Program Surveys (Students) to Blackboard (1st 7-Week Sessions)	CAAR	February 28, 2025
College of Education Faculty and Staff Retreat - Spring 2025	College of Education	TBA
Spring 2025 Course Identification (Faculty Names) 2nd 7-Week Session	Program Coordinators, Dept. Chairs	March 3, 2025
Distribution of Notification for Signature Assignment (Faculty / 2nd 7-Week)	CAAR	March 3, 2025
Due - Student Uploading of Signature Assessment - Student Learning and Licensure 1st 7-Week Session	Spring 2025 Students	March 14, 2025
Due - Spring 2025 1st 7-Week Session Assessment Evaluations -Student Learning and Licensure	Spring 2025 Faculty	March 19, 2025
College of Education Faculty and Staff Meeting	College of Education	TBA
Due - Course Syllabus Submission to CAAR - 2nd 7-week Session	Spring 2025 Faculty	March 31, 2025
Distribution of Notification for Signature Assignment (Students 2nd 7-Week Session / Initial Correspondence)	CAAR	April 2, 2025
Distribution of Notification for Overdue Evaluations (Faculty / 1st 7-Week Course)	CAAR	April 2, 2025
Distribution of Mid-Program and Exit Program Surveys (Students) to Blackboard (15-Week and 2nd 7-Week)	CAAR	April 11, 2025
Distribution of Notification for Signature Assignment (Faculty / 2nd 7-Week Reminder Correspondence)	CAAR	April 21, 2025
Distribution of Notification for Signature Assignment (Student / 2nd 7-Week Reminder Correspondence)	CAAR	April 21, 2025
Due - CAEP Annual Report	Program Coordinators, CAAR	April 30, 2025
Due - Title II Report (Part II)	Program Coordinators, Praxis Lab Coordinator, CAAR	April 30, 2025
Distribution of Signature Assignment Reminders (Faculty)	CAAR	April 25, 2025
Distribution of Signature Assignment Reminders (Students)	CAAR	April 25, 2025
Distribution of 2nd Notification for Overdue Evaluations (Faculty / 1st 7-Week Course)	CAAR	May 2, 2025
Distribution of Notification for Signature Assignment (Faculty 15-Week & 2nd 7-Week End of Semester Reminder)	CAAR	May 5, 2025
Distribution of Notification for Signature Assignment (Students 15-Week & 2nd 7-Week End of Semester Reminder)	CAAR	May 5, 2025
Due - Student Uploading of Signature Assessment - Student Learning and Licensure 15-Week Session	Spring 2025 Students	May 9, 2025
Due - Student Uploading of Signature Assessment - Student Learning and Licensure 2nd 7-Week Session	Spring 2025 Students	May 9, 2025
Due - Spring 2025 2nd 7-Week and 15-Week Sessions Assessment Evaluations -Student Learning and Licensure	Spring 2025 Faculty	May 22, 2025
Distribution of Notification for Overdue Evaluations (Faculty 15-week course & 2nd 7-Week course)	CAAR	May 22, 2025
Summer 2025 Semester (Sessions I, II, and III)		
Summer 2025 Course Identification (Faculty Names) Sessions I, II, and III	Program Coordinators, Dept. Chairs	May 19, 2025
Distribution of Signature Assignment Information (Faculty) Sessions I and III	CAAR	May 22, 2025

Due - Course Syllabus Submission to CAAR - Sessions I and III	Summer 2025 Faculty	June 9, 2025
Distribution of Mid-Program and Exit Program Surveys (Students) to Blackboard (I and III Sessions)	CAAR	June 20, 2025
Distribution of Signature Assignment Reminders (Faculty) Session I	CAAR	June 27, 2025
Distribution of Signature Assignment Reminders (Students) Session I	CAAR	June 27, 2025
Due - Student Uploading of Signature Assessment - Student Learning and Licensure Session I	Summer 2025 Students	July 3, 2025
Due - Summer 2025 Session I Assessment Evaluations - Student Learning and Licensure	Summer 2025 Faculty	July 9, 2025
Due - Course Syllabus Submission to CAAR - Session II	Summer 2025 Faculty	July 12, 2025
Distribution of Mid-Program and Exit Program Surveys (Students) to Blackboard (II Session)	CAAR	July 21, 2025
Distribution of Notification for Overdue Evaluations (Summer Session I 2025 Faculty)	CAAR	July 21, 2025
Distribution of Signature Assignment Reminders (Faculty) Session II and III	CAAR	July 30, 2025
Distribution of Signature Assignment Reminders (Students) Sessions II and III	CAAR	July 30, 2025
Due - Student Uploading of Signature Assessment - Student Learning and Licensure Sessions II and III	Summer 2025 Students	August 8, 2025
Due - Summer 2025 Sessions II and III Assessment Evaluations -Student Learning and Licensure	Summer 2025 Faculty	August 13, 2025
Distribution of Notification for Overdue Evaluations (Summer 2025 Faculty All Summer Sessions)	CAAR	August 18, 2025