

Center for Assessment, Accreditation, and Retention
College of Education
Assessment Calendar - Academic Year 2025-2026

Item	Responsibility	Due Date
Fall 2025 Semester (15 Week, 1st 7-Week, and 2nd 7-Week)		
Fall 2025 Course Identification (Faculty Names) 15-Week and 1st 7-Week Sessions	Program Coordinators, Dept. Chairs	August 6, 2025
Distribution of Notification for Signature Assignment (Faculty 1st 7-Weeks & 15-Week Initial Correspondence)	CAAR	August 10, 2025
New Faculty Institute	CAAR	August 14, 2025
Faculty Institute	College of Education Faculty and Staff	August 18-19, 2025
College Wide Meeting - Faculty and Staff	College of Education	August 18, 2025
Due - Course Syllabus Submission to CAAR - 15-Week and 1st 7-Week Session	Fall 2025 Faculty	September 8, 2025
Distribution of Notification for Signature Assignment (Students 1st 7-Weeks Initial Correspondence)	CAAR	September 8, 2025
Distribution of Notification for Signature Assignment (Students 15-Week Initial Correspondence)	CAAR	September 8, 2025
CACREP 2nd Addendum Report Submission	Counseling Faculty and CAAR Staff	September 15, 2025
Due - CACREP Vital Statistics	CAAR	September 25, 2025
Fall 2025 Course Identification (Faculty Names) 2nd 7-Week Session	Program Coordinators, Dept. Chairs	September 28, 2025
Distribution of Notification for Signature Assignment (Faculty 2nd 7-Weeks Initial Correspondence)	CAAR	September 28, 2025
Due - Annual Student Learning Outcomes Report (New Template) 2024-2025	Program Coordinators, CAAR	October 1, 2025
Distribution of Mid-Program and Exit Surveys (Students) to Blackboard (Identified Courses 1st 7 weeks)	CAAR	October 1, 2025
Distribution of Notification for Signature Assignment Reminder (Faculty) 1st 7-Week	CAAR	October 6, 2025
Distribution of Notification for Signature Assignment Reminder (Students) 1st 7-Week	CAAR	October 6, 2025
Due - Student Uploading of Signature Assessment - Student Learning and Licensure 1st 7-Week Session	Fall 2025 Students	October 10, 2025
Due - Fall 2025 1st 7-Week Session Assessment Evaluations -Student Learning and Licensure	Fall 2025 Faculty	October 12, 2025
Due - MSDE TPAR Report	TLPD and CAAR	October 15, 2025
Due - Course Syllabus Submission to CAAR - 2nd 7-week Session	Fall 2025 Faculty	October 20, 2025
Distribution of Notification for Signature Assignment (Students 2nd 7-Weeks Initial Correspondence)	CAAR	October 20, 2025
COE Faculty and Staff Retreat - Time given to review iSuccess Quality Assurance System	College of Education Faculty and Staff	October 31, 2025
CACREP Annual Report Data (Previous academic year)	CAAR and Counseling	October 31, 2025
Due -Title II Report - (Part 1)	Program Coordinators, Praxis Lab Coordinator, CAAR	November 1, 2025
Due - COE 5-Year Plan and Curriculum Map Plans Revisions	Program Coordinators, CAAR	November 14, 2025
CACREP Reaccreditation Visit (Virtual)	Counseling Dept, Dean Office, CAAR	November 10-12, 2025
Distribution of Mid-Program and Exit Program Surveys 2nd 7 Week and 15 week (Students) to Blackboard (Identified Courses 15 weeks)	CAAR	November 14, 2025
Distribution of Notification for Signature Assignment (Faculty 2nd 7-Week & 15-Week Reminder Correspondence)	CAAR	November 21, 2025
Distribution of Notification for Signature Assignment (Students 2nd 7-Week & 15 Week Reminder Correspondence)	CAAR	November 21, 2025
Due - Student Uploading of Signature Assessment - Student Learning and Licensure 2nd 7-Week Session	Fall 2025 Students	December 5, 2025
Due - Student Uploading of Signature Assessment - Student Learning and Licensure 15-Week Session	Fall 2025 Students	December 8, 2025
Due - Fall 2025 2nd 7-Week and 15-Week Sessions Assessment Evaluations -Student Learning and Licensure	Fall 2025 Faculty	December 19, 2025
Distribution of Notification for Overdue Evaluations (Faculty Fall 2025 Sessions)	CAAR	January 19, 2026
Winter 2026 Semester		
Winter 2026 Course Identification (Faculty Names)	Program Coordinators, Dept. Chairs	December 5, 2025
Distribution of Notification for Signature Assignment (Faculty Initial Correspondence) If necessary	CAAR	December 12, 2025
Distribution of Notification for Signature Assignment (Students / Initial Correspondence) If necessary	CAAR	January 6, 2026
Due - Course Syllabus Submission to CAAR	Winter 2026 Faculty	January 9, 2026
Distribution of Mid-Program Surveys (Students) to Blackboard (If necessary)	CAAR	January 12, 2026
Distribution of Exit Program Surveys (Students) to Blackboard (If necessary)	CAAR	January 12, 2026
Distribution of Notification for Signature Assignment Reminder (Faculty) If necessary	CAAR	January 17, 2025

Distribution of Notification for Signature Assignment Reminder (Students) If necessary	CAAR	January 17, 2026
Due - Student Uploading of Signature Assessment - Student Learning and Licensure	Winter 2026 Students	January 22, 2026
Due - Winter 2026 Assessment Evaluations - Student Learning and Licensure (If necessary)	Winter 2026 Faculty	January 23, 2026
Distribution of 2nd Notification for Overdue Evaluations (Faculty Fall 2025 Sessions)	CAAR	January 26, 2026
Distribution of Notification for Overdue Evaluations (Faculty Winter 2026 Session) If necessary	CAAR	January 26, 2026
Pull and Distribute Course Evaluation Results from Fall 2025 Semester	CAAR	January 26, 2026
Spring 2026 Semesters (15 Week, 1st 7-Week, and 2nd 7-Week)		
Spring 2026 Course Identification (Faculty Names) 15-Week and 1st 7-Week Sessions	Program Coordinators, Dept. Chairs	January 6, 2026
Distribution of Notification for Signature Assignment (1st 7-Week and 15-Week Faculty Initial Correspondence)	CAAR	January 12, 2026
Faculty Institute (Spring 2026)	College of Education Faculty	TBA
Distribution of Notification for Overdue Evaluations (Faculty Fall 2025 Session)	CAAR	January 26, 2026
Due - Course Syllabus Submission to CAAR - 15-Week and 1st 7-Week Session	Spring 2026 Faculty	February 9, 2026
Distribution of Surveys (Alumni, Employers)	CAAR	February 9, 2026
Distribution of Notification for Signature Assignment (Students 1st 7-Week Session / Initial Correspondence)	CAAR	February 9, 2026
Distribution of Notification for Signature Assignment (Students 15-Week / Initial Correspondence)	CAAR	February 10, 2026
Distribution of Notification for Signature Assignment (Faculty / 1st 7-Week course Reminder Correspondence)	CAAR	February 27, 2026
Distribution of Notification for Signature Assignment (Students / 1st 7-Week Session Reminder Correspondence)	CAAR	February 27, 2026
Distribution of Mid-Program and Exit Program Surveys (Students) to Blackboard (1st 7-Week Sessions)	CAAR	February 27, 2026
College of Education Faculty & Staff Retreat - Spring 2026	College of Education	TBA
Spring 2026 Course Identification (Faculty Names) 2nd 7-Week Session	Program Coordinators, Dept. Chairs	March 2, 2026
Distribution of Notification for Signature Assignment (Faculty / 2nd 7-Week)	CAAR	March 2, 2026
Due - Student Uploading of Signature Assessment - Student Learning and Licensure 1st 7-Week Session	Spring 2026 Students	March 13, 2026
Due - Spring 2026 1st 7-Week Session Assessment Evaluations -Student Learning and Licensure	Spring 2026 Faculty	March 14, 2026
NASP (School Psychology) SPA Report Addendum to NASP	Program Coordinator/ CAAR	March 15, 2026
College of Education Faculty and Staff Meeting	College of Education	TBA
Due - Course Syllabus Submission to CAAR - 2nd 7-week Session	Spring 2026 Faculty	March 30, 2026
Distribution of Notification for Signature Assignment (Students 2nd 7-Week Session / Initial Correspondence)	CAAR	April 1, 2026
Distribution of Notification for Overdue Evaluations (Faculty / 1st 7-Week Course)	CAAR	April 1, 2026
Distribution of Mid-Program and Exit Program Surveys (Students) to Blackboard (15-Week and 2nd 7-Week)	CAAR	April 10, 2026
Distribution of Notification for Signature Assignment (Faculty / 2nd 7-Week Reminder Correspondence)	CAAR	April 20, 2026
Distribution of Notification for Signature Assignment (Student / 2nd 7-Week Reminder Correspondence)	CAAR	April 20, 2026
Distribution of Signature Assignment Reminders (Faculty)	CAAR	April 24, 2026
Distribution of Signature Assignment Reminders (Students)	CAAR	April 24, 2026
Due - CAEP Annual Report	Program Coordinators, CAAR	April 30, 2026
Due - Title II Report (Part II)	Program Coordinators, Praxis Lab Coordinator, CAAR	April 30, 2026
Distribution of 2nd Notification for Overdue Evaluations (Faculty / 1st 7-Week Course)	CAAR	May 1, 2026
Distribution of Notification for Signature Assignment (Faculty 15-Week & 2nd 7-Week End of Semester Reminder)	CAAR	May 4, 2026
Distribution of Notification for Signature Assignment (Students 15-Week & 2nd 7-Week End of Semester Reminder)	CAAR	May 4, 2026
Due - Student Uploading of Signature Assessment - Student Learning and Licensure 15-Week Session	Spring 2026 Students	May 8, 2026
Due - Student Uploading of Signature Assessment - Student Learning and Licensure 2nd 7-Week Session	Spring 2026 Students	May 8, 2026
Due - Spring 2026 2nd 7-Week and 15-Week Sessions Assessment Evaluations -Student Learning and Licensure	Spring 2026 Faculty	May 21, 2026
Distribution of Notification for Overdue Evaluations (Faculty 15-week course & 2nd 7-Week course)	CAAR	May 21, 2026
Summer 2026 Semester (Sessions I, II, and III)		
Summer 2026 Course Identification (Faculty Names) Sessions I, II, and III	Program Coordinators, Dept. Chairs	May 18, 2026
Distribution of Signature Assignment Information (Faculty) Sessions I and III	CAAR	May 21, 2026

Distribution of Signature Assignment Information (Students) Sessions I and III	CAAR	June 8, 2026
Due - Course Syllabus Submission to CAAR - Sessions I and III	Summer 2026 Faculty	June 9, 2026
Distribution of Mid-Program and Exit Program Surveys (Students) to Blackboard (I and III Sessions)	CAAR	June 22, 2026
Distribution of Signature Assignment Reminders (Faculty) Session I	CAAR	June 26, 2026
Distribution of Signature Assignment Reminders (Students) Session I	CAAR	June 26, 2026
CAEP Self-Study (Estimated Date depending on visit dates)	Dean, Program Coordinator, Dept. Chairs, Faculty, CAAR	June 30, 2026
Due - Student Uploading of Signature Assessment - Student Learning and Licensure Session I	Summer 2026 Students	July 2, 2026
Due - Summer 2026 Session I Assessment Evaluations - Student Learning and Licensure	Summer 2026 Faculty	July 8, 2026
Due - Course Syllabus Submission to CAAR - Session II	Summer 2026 Faculty	July 13, 2026
Distribution of Mid-Program and Exit Program Surveys (Students) to Blackboard (II Session)	CAAR	July 20, 2026
Distribution of Notification for Overdue Evaluations (Summer Session I 2026 Faculty)	CAAR	July 20, 2026
Distribution of Signature Assignment Reminders (Faculty) Session II and III	CAAR	July 31, 2026
Distribution of Signature Assignment Reminders (Students) Sessions II and III	CAAR	July 31, 2026
Due - Student Uploading of Signature Assessment - Student Learning and Licensure Sessions II and III	Summer 2026 Students	August 7, 2026
Due - Summer 2026 Sessions II and III Assessment Evaluations -Student Learning and Licensure	Summer 2026 Faculty	August 12, 2026
Distribution of Notification for Overdue Evaluations (Summer 2026 Faculty All Summer Sessions)	CAAR	August 17, 2026