

**College of Education
Unit Assessment Timeline
2009-2010**

Data Documents/Task	Who is completing it?	When is it due? Reporting Period?	To whom/where is it submitted?
Final due date for all undergraduate & graduate-2008-2009 key assessment data for Summer, Fall and Spring. Data corrections already made.	Chairs	August 15, 2009	COE_key@georgiasouthern.edu TaskStream
Final due date for all undergraduate & graduate Summer 2009 key assessment data. Data corrections already made.	Chairs/Administrative Assistants	September 1, 2009	COE_key@georgiasouthern.edu TaskStream
Analysis of 2008-2009 key assessment data	Assessment Coordinator, Program Coordinators, Chairs	August 15 – Sept. 30, 2009	Back to coordinators/chairs/ deans Available in GeorgiaView & TaskStream
PAAR data gathering (2008-2009)	Data Base Mgr/Undergrad and Graduate Admin. Asst.	July 22 – Oct. 30, 2009	Back to chairs
PAAR Submissions (also addressing '06 AFIs)	Chairs	October 30, 2009	PSC online department submission
PAAR Report Internal Review	Assoc Dean/Provost	October 21-Nov. 15	PSC online unit online submission
Review of data (incl. PATs)	Programs/PATs	Sept. 15-Oct. 15, 2009	
AACTE/NCATE Report	Assoc. Dean of Undergraduate/Accred., Data Base Mgr, SSC Director	October 1, 2009	AACTE online
Write Program Reports (incl. key assessment data and program reports)	Program Coordinators	October 15-Nov. 1, 2009	
Fall 2009 PPB data collection and analysis for TEP admissions	PPB Coordinator/GA	December 1- Jan. 15	TaskStream
Submit Program Reports	Coordinators	December 15, 2009	Chairs
Student Performance Toolkit Spreadsheet (2008-2009 data)	Template provided to Chairs November 15, 2009	February 1, 2010	COE_key@georgiasouthern.edu
Graduate and Employer Surveys sent	Data Manager/Graduate Office	February 1-14, 2010	
Faculty and Student Services Surveys sent	Assessment Coordinator	February 1-14, 2010	
BOR Reports (Teacher Prep, COUN, EDLD)	Assoc. Dean of Undergraduate/Accred., Chairs	February 15, 2010	BOR online submission
2009-2010 Faculty and Student Services Survey analyses & reporting	Assessment Coordinator	February 15-March 31, 2010	Chairs/Directors/Deans
2009-2010 Graduate and Employer Surveys analyses & reporting	Data Manager/Graduate Office	February 15-March 31, 2010	Chairs/Directors/Deans
Center/Dept. Summary Report Analysis	Directors/Chairs	March 1, 2010	COE_key@georgiasouthern.edu and hard copy to Dean
Annual Faculty/Staff Review	All departments/centers/offices	March 15, 2010	Deans/Directors/Chairs

Personnel Toolkit Spreadsheet (CY 2009)	Template provided to Chairs/Directors/Deans March 1, 2010.	April 1, 2010	COE_key@georgiasouthern.edu
Special Services Toolkit Spreadsheet - AY 2010	Template provided to Chairs/Directors/Deans April 15, 2010	May 15, 2010	COE_key@georgiasouthern.edu
Title II Interim Report	Data Manager/Associate Dean	April, 2010	PSC/Electronic submission
Dean's Annual Report	Dean	May 30, 2010	Provost
GACE & GPA data collection analyses	Data Base Manager	June 1- July 1, 2010	Banner
Spring 2010 PPB data collection/analyses for TEP admissions	PPB Coordinator/GA	May 1 – June 1, 2010	TaskStream
Budget (2009-2010) Toolkit Spreadsheet	Template provided to Chairs/Directors/Deans July 1, 2010	Submitted Aug. 1, 2010	COE_key@georgiasouthern.edu
Final due date for undergraduate and graduate key assessment data for Spring 2010. Data corrections already made.	Chairs/Administrative Assistants	July 1, 2010	TaskStream (Undergrad) COE_key@georgiasouthern.edu (graduate)
Annual Unit Assessment Review of 2009-2010 data & Goal Setting for 2010-2011	Admin Team*	First week in Aug. 2010 @ Admin Team Assessment Retreat	
Feedback to Departments/Centers/Offices	Chairs/Directors/Deans	First or Second week in Aug. 2010 @ Fall Departmental and Office meetings.	Faculty/Staff/Candidates
Report 2010-2011 Unit Goals to Faculty/Staff	Dean	Second week in Aug. 2010 @ Fall 2010 COE Faculty/Staff Meeting	Faculty/Staff

*Assessment Committee meets monthly to address refinement of key assessment, assessment rubrics, and COE assessment procedures.