

## Assessment Office - Master Calendar

	January	February	March	April	May	June
<b>Data Collection</b>	<ul style="list-style-type: none"> <li>Disseminate pre-filled data collection templates for winter term</li> <li>Receive and organize data from prior semester</li> <li>Prepare data collection templates for spring</li> <li>Set up TaskStream for spring signature assignments</li> </ul>		<ul style="list-style-type: none"> <li>Begin overall assessment timeline planning for fall</li> <li>Disseminate pre-filled data collection templates (post-census)</li> </ul>	<ul style="list-style-type: none"> <li>Finalize and circulate data collection and reporting calendar for summer</li> <li>Finalize and circulate data collection and reporting calendar for fall/winter</li> <li>Solicit summer course offerings from departments</li> <li>Exit Survey</li> </ul>	<ul style="list-style-type: none"> <li>Draft data collection and reporting timeline for next fall</li> <li>Prepare data collection templates for summer (post-census)</li> <li>Set up TaskStream for summer signature assignments</li> </ul>	<ul style="list-style-type: none"> <li>Disseminate pre-filled data collection templates throughout summer</li> </ul>
<b>Data Reporting</b>	<ul style="list-style-type: none"> <li>Prepare data charts/tables for programs with reports due in May</li> <li>Prepare Annual Report templates for Degree-only programs</li> </ul>	<ul style="list-style-type: none"> <li>Send out analyzed SLO data to programs with reports due in May</li> <li>Send out Annual Report templates for Degree-only programs</li> </ul>	<ul style="list-style-type: none"> <li>Program data meetings (degree-only)</li> </ul>	<ul style="list-style-type: none"> <li>Program data meetings (degree-only)</li> </ul>	<ul style="list-style-type: none"> <li>Degree-only programs' Annual Assessment Reports due</li> <li>Prepare university report</li> </ul>	
<b>CalTPA</b>	<ul style="list-style-type: none"> <li>Set up TaskStream for spring CalTPAs</li> </ul>		<ul style="list-style-type: none"> <li>Begin schedule for TPAs for summer</li> <li>Begin schedule for TPAs for fall</li> <li>Circulate CalTPA calendar for summer for review</li> </ul>	<ul style="list-style-type: none"> <li>Circulate CalTPA calendar for summer for review</li> <li>Circulate CalTPA calendar for next fall for review</li> </ul>	<ul style="list-style-type: none"> <li>Set up TaskStream for summer CalTPAs</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Review/provide feedback on annual reports</li> </ul>	<ul style="list-style-type: none"> <li>AACTE</li> </ul>		<ul style="list-style-type: none"> <li>AERA</li> <li>WASC</li> </ul>		<ul style="list-style-type: none"> <li>Review/provide feedback on annual reports</li> </ul>

	July	August	September	October	November	December
<b>Data Collection</b>	<ul style="list-style-type: none"> <li>Aggregate prior AY data and prepare data charts for fall review</li> <li>Solicit fall line offerings from departments</li> </ul>	<ul style="list-style-type: none"> <li>Prepare data collection templates for fall data collection</li> <li>Set up TaskStream for fall signature assignments</li> </ul>	<ul style="list-style-type: none"> <li>Receive and organize data from summer</li> </ul>	<ul style="list-style-type: none"> <li>Disseminate pre-filled data collection templates (post-census)</li> </ul>	<ul style="list-style-type: none"> <li>Draft data collection and reporting timeline for next spring</li> <li>Credential Program Biennial Reports due to AO</li> <li>Solicit winter and spring course offerings from departments</li> </ul>	<ul style="list-style-type: none"> <li>Credential Program Annual Assessment Reports due (alternating years)</li> <li>Biennial Reports due to CTC (alternating years) Prepare data templates for winter term data collection</li> <li>Prepare data templates for spring data collection</li> <li>Set up TaskStream for winter signature assignments</li> </ul>
<b>Data Reporting</b>		<ul style="list-style-type: none"> <li>Prepare Annual Report templates for credential programs</li> </ul>	<ul style="list-style-type: none"> <li>Assessment Committee reviews prior year data and acts as needed</li> <li>Disseminate Annual Report templates for credential programs</li> <li>Send out analyzed SLO data to credential programs</li> <li>Program data meetings (credential)</li> </ul>	<ul style="list-style-type: none"> <li>Program data meetings (credential)</li> </ul>		
<b>CalTPA</b>		<ul style="list-style-type: none"> <li>Set up TaskStream for fall CalTPAs</li> </ul>		<ul style="list-style-type: none"> <li>Circulate CalTPA calendar for next winter and spring for review</li> </ul>		<ul style="list-style-type: none"> <li>Set up TaskStream for Winter Term CalTPAs</li> </ul>
<b>Other</b>						