

August	Faculty Planning Conference
	OUA Reminder to Units: Last Chance to Schedule Group Assessment Review and Training Sessions Prior to Submission Deadline
	OUA Check-in and Assistance to Reporting Units for Milestones: <ul style="list-style-type: none"> • Discuss previous year’s assessment results to determine their meaning and needed changes. • Develop an action plan to implement needed changes and report it in the previous year’s assessment report. • Determine upcoming year outcomes as well as outcomes from previous years that need reassessment. • Review course syllabi as necessary to include learning outcomes related to added changes (IP). • Submit department meeting minutes to show that assessment has been discussed.
	OUA Check-in and Assistance with Liaisons to Ensure: <ul style="list-style-type: none"> • Department/office has completed discussions of previous year assessment report. • Department/office has completed discussions of current year assessment plan. • Department/office Implement and monitor planned assessment activities for the Fall semester. • Department/office has documentation and evidence to support activities.
	Create & Distribute Civil Discourse Report
	Administer ETS Proficiency Profile Test (Freshmen)
	Fall Assessment Bootcamp
September	OUA Check-in and Assistance with Liaisons to Ensure: <ul style="list-style-type: none"> • Units are prepared to enter previous year’s assessment report in Nuventive. • Units are prepared to enter current year’s assessment plan in Nuventive.
	Conduct Help Sessions (1 week long)
	Assessment Plans and Reports Due (September 15)
	ETS Proficiency Profile Test Ends (Freshman)
October	Assessment Report and Plan Audit
	Assessment Report and Plan Quality Rating Begins
November	Assessment Report and Plan Quality Rating Ends
	Conduct Help Sessions (1 week long)
	Work with Units to Revise Reports/Plans and Respond to Rating Feedback
	GEAC Focus Group
	Fall Exit Survey Opens
	Assessment Roundtable (Collaboration with ILAC)
	Create & Post Quality Rating Report
December	Prepare ALC Update for Website
	Distribute Quality Rating Report
	Fall Exit Survey Closes (administered to graduating seniors)
	OUA Check-in to Ensure Units are Collecting Assessment Data

FAMU Office of University Assessment Calendar

Spring/Summer 2025

January	Assessment Reports/Plans Rating Period Closing
February	OUA Check-in and Assistance with Liaisons to Ensure: <ul style="list-style-type: none"> Collecting and analyzing fall assessment results. Making necessary changes, if any, based on fall results. Implementing spring assessment activities. Submit department meeting minutes to show that assessment has been discussed.
	Scores go out
	OUA Working with Units to Improve Reports/Plans with Major Deficiencies
	Spring Assessment Bootcamp
March	GEAC Focus Group
	Administer ETS Proficiency Profile Test (Seniors)
April	Assessment Day
	ETS Proficiency Profile Test Ends (Seniors)
	Spring Exit Survey Opens (administered to graduating seniors)
	OUA Check-in and Assistance to Reporting Units for Milestones: <ul style="list-style-type: none"> Collecting and analyzing spring assessment results. Compiling and analyzing reassessment results of previous years' outcomes that needed to be reassessed. Following up with the Office of University Assessment to discuss the progress of Assessment Milestones and, if necessary, needed corrective actions. Updating documentation and evidence to support activities. Developing recommendations for improvement. Developing implementation and action plan based on recommendations.
May	Spring ETS Proficiency Profile Ends (seniors)
June	OUA Working with Units Missing Assessment Reports and Plans
	Civil Discourse Survey Begins
	Summer Assessment Bootcamp
	Post Assessment Day Resources on Website
	Create & Post Assessment Day Report
	Create & Post NSSE/FSSE Report
July	Create & Distribute Exit Survey Report
	Create & Distribute EPP Report
	Administer BCSSE

- Dates listed above are subject to change. Please contact the Office of University Assessment for additional information at assessment@famuedu.