MTSU Annual Assessment Calendar Pattern

**Fall Semester**

1. **Form Assessment Committee**
   - First fall faculty meeting
   - By the end of September

2. **Committee generates academic year assessment**
   - By the end of September

3. **Committee assigns tasks to individual instructors**
   - By the end of September

4. **Instructors submit data to committee**
   - By the end of December

5. **Chair conducts Alumni Survey**
   - By the end of December in second year of cycle

6. **Committee analyzes fall data and proposes changes**
   - Begin December & Complete by the end of January

7. **Committee assigns tasks to individual instructors**
   - By the end of January

8. **Advisory Boards give feedback on program objectives**
   - By the end of March in second year of cycle

9. **Chair conducts exit interviews**
   - By the mid of April

10. **Instructors submit data to committee**
    - By the mid of April

11. **Committee analyzes spring data and proposes changes**
    - By the end of April

12. **Committee submits report and changes to department**
    - Last spring faculty meeting

**Spring Semester**

- **University assessment coordinator review**
  - By the end of July

- **College assessment coordinator review**
  - By the end of June