

ZU Annual Assessment Calendar

Semester	Assessment Activity Due	Activity	Responsible Office/Unit
Fall Semester	August 20-31	♦ TracDat Summary and 4 column report for previous year	Educational Effectiveness
	September 15-30	♦ Submit Unit assessment annual reports to Provost, which include: 1. Assessment activity from the previous year on 2 outcomes 2. Findings from analysis done during the previous year 3. Follow-up on any actions implemented in the previous year	Academic Units
	October-1	♦ Submit Revised assessment plans for current year to OEE (3 tables plus narrative)	Academic Units
	October-15	♦ Feedback/guidance from OEE on assessment plans	Educational Effectiveness
	November-1	♦ Submit Finalized assessment plans for current year (3 tables plus narrative)	Academic Units
	January 1 - 7	♦ TracDat Summary Report and 4 column report, updated for fall semester	Educational Effectiveness
Spring Semester	February-1	♦ Submit Report on findings/actions being implemented in the current year	Academic Units
	June 15	♦ Update TracDat with all evidence (supporting documents)	Academic Units

Institutional Data	Due	Responsible Office
College Effectiveness Scorecard <ul style="list-style-type: none"> • IELTS • GSS • Internship • SSI 	Fall- Beginning	Institutional Research