



TO: Council on Graduate Studies

FROM: Ryan C. Hendrickson, Dean  
Angela Jacobs, CGS Chair  
Lee Patterson, CGS Vice Chair

RE: Graduate Program Assessment Timeline Revision

DATE: April 15, 2020

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**Proposal:** Graduate Programs are asked to provide all assessment materials on October 15 annually, rather than June 15. Programs will follow their current assessment reporting periods as established previously. Those programs currently in the middle of their two year assessment periods will not need to submit their program assessments in 2020. This change will be implemented immediately, with program assessments due on October 15, 2020.

**Rationale:** This revision seeks to accomplish a number of objectives

- a) All university program assessment, both undergraduate and graduate, will be coordinated around the same time frame.
- b) Graduate assessment efforts will extend into the fall semester giving graduate leaders ample time to collect assessment data and complete reports.
- c) Allows graduate faculty members the opportunity to fully engage assessment reports that were previously completed during the summer months when faculty were off campus.