

Columbus State University
College of Education and Health Professions
Operational Calendar for Assessment, Accreditation, and Reporting

Responsible Departments / Positions

Fall Semester –August - December												
Assessment and Reporting Activity	Due Date*	Dean and/or Executive Council	Associate Dean for Assessment & Accreditation	Associate Dean for Curriculum & Faculty Development	CAEP Coordinator / Steering Committee	Department Chair / School Director	Program Coordinators	Tk20 Coordinator	Faculty	SAFE Office	PACE Office	COEHP Assessment Council
<u>CACREP Reporting</u> Accreditation for the Counselor Ed Programs	Due Date Nov.	S	S			R (Responsible Dept./ Position)	S (Support / Resources)	S	S			S
<u>CAEP Reporting</u> Review CAEP Steering Committee Reports	Ongoing Next Review 2021	S	S		R	S	S	S	S	S		S
<u>CAEP Standards Reporting</u> CAEP Steering Committee meets; Standards / Standing Committees	Ongoing	S	S		R	S	S	S	S	S		S
<u>CAEP Standard 3 Internal Report</u> Prepare Ed-Prep GPA (3.0), CAEP Standard 3 Report	Semester		R									
<u>Conceptual Framework and Assessment</u> W-I-P	TBA	R	S	S		S	S		S			S
<u>Ed-Prep Assessment Handbook</u> Review and revise the Ed-Prep Assessment Handbook	Spring	S	R		S	S	S					
<u>Facts and Figures Completed</u> <u>College / Depart Publications</u> Educator Preparation Facts and Figures Data Reference Publications_(FFDRP) ...to include Program Key Assessments and Critical Course	Due Mid-OCT	S	R ¹			S	S	S	S	S	S	R ² Authors Facts and Figures Publications

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Assessments with Rationale Statements												
<u>Facts and Figures Dissemination</u> –Faculty and Partnership Councils / Online Publication	Spring	S	R			S	S		S			S Presentation to Department
<u>CCNE</u> SON Accreditation Annual Report	Annual Reporting and Next Site Review 2025	S	S			R	S	S	S		S	S
<u>SACS APR & IP</u> Complete Annual Program Review (APR) and Improvement Reports (IP) for previous year	Aug 2017 Assist. VP for Inst Assess	R ¹	S			S	R ²	S	S	S	S	S
<u>Strategic Plan Assessment</u>	TBD	R	S	S		S	S	S	S	S	S	S
<u>Survey -COEHP</u> Alumni Surveys and Analyses	TBD	S	R			S	S		S			S
<u>Survey -COEHP</u> Employer Surveys and Analyses	TBD	S	R			S	S		S			S
<u>Survey -GaPSC</u> Alumni / Employer Surveys and Analyses –Begin Dissemination of Results	Fall GaPSC Surveys	S	R			S	S		S			S
<u>Survey – GaPSC and COEHP</u> Prepare documents to disseminate survey results -- Employer and Alumni Survey results to Partnerships and	Fall GaPSC Surveys	S	R			S	S		S			S

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others (Principal R-T, EPPC, and HRDC)												
<u>Title II</u> GACE Verification Period	Due Nov	S	R			S	S			TPMS Data Entry		S
<u>USG Reporting</u> Educator Preparation Data Admit and Completer Report (Z-System Entry)	Semester	S	R							S		
<u>US News and World Report</u> Ed-Prep <i>Best Graduate Education Programs</i> Ranking	Due Dec	S	R			s	S		S			S

*Note: *Comprehensive Program Reviews 2020*

*Please notify the Associate Dean for Assessment and Accreditation of all changes in reporting due dates at: miller_sallie@columbusstate.edu

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Spring Semester –January - May												
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<u>CAEP Annual Report</u>	Due March	S	S (Support / Resources)		R (Responsible Dept./Position)	S						S
<u>CAEP (GPA) Standard 3 Report</u> End-of-Semester Report	Due May	S	R									
<u>Department Chair Evaluations</u>	Due March	R										
<u>IPRC report</u>	Due April	S	R			S	S					S
<u>NCLEX</u>	Due May	S	S			R	S	S			S	S
<u>PAAR Report</u> GaPSC	Due Jan	S	R			S Role/Info.	S Role/Info.	S	S	S		S
<u>SACS APR & IP</u> Complete Annual Program Review and Improvement Reports for previous year (SACS)	April 2017 1 st contact by OIR Begin Process	R	S	S		S	S	S	S	S	S	S
<u>Strategic Planning</u>	Due April	R	S	S		S	S	S	S	S	S	S
<u>Survey -GaPSC and COEHP</u> Employer Survey Distribution	Due May	S	R		S	S	S					S
<u>Survey -GaPSC and COEHP</u> Alumni Survey Distribution	Due May	S	R		S	S	S					S
<u>Title II</u> Resolution Period	Due Jan	S	R			S	S					S

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<u>Title II</u> Review and submit final Title II data	Due Feb	S	R			S	S					S
<u>USG Ed Prep Data</u> Entries for Summer Completers and Admits	Semester	S	R							S		
<u>Assessment System and Unit Evaluation Committee Report</u> Reference Chapter XII Assessment Handbook	Due Jan – May	S	R		S	S	S		S			

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Summer Semester / Term –June – July												
Assessment and Reporting Activity	Due Date / Brief Comment*	Dean and/or Executive Council	Associate Dean for Assess. & Accreditation	Associate Dean for Curriculum & Faculty Dev.	CAEP Coordinator & Steering Committee	Department Chair / School Director	Program Coordinators	Tk20 Coordinator	Faculty	SAFE Office	PACE Office	COEHP Assessment Council
<u>Facts and Figures Ref Data Publication</u> COEHP Assessment Council --New publication committee work	Due June - July	S	R (Responsible Dept./Position)			S (Support / Resources)	S	S	S	S	S	S
<u>SACS APR & IP / Assist VP Inst Assess</u> Complete Annual Program Review and Improvement Reports for previous year (SACS)	Due June – June 2017 to Dean	R	S	S		S	S	S	S	S	S	S

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