

Columbus State University
College of Education and Health Professions (COEHP)
Assessment and Reporting Calendar

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 Chairs	Program Coordinators	Tk20 Coordinator	Faculty	SAFE Office	PACE Office	COEHP Assessment Council
CACREP Reporting Accreditation for the Counselor Ed Programs	Due Date Nov.					R (Responsible Dept./ Position)	S (Support)					
CAEP Reporting Review CAEP Steering Committee Reports		S	S		R							
CAEP Standards Reporting CAEP Steering Committee meets; charge given to Ed-Prep Standards / Standing Committees					R							
CAEP Standard 3 Internal Report Prepare Ed-Prep GPA (3.0), CAEP Standard 3 Report			R									
Conceptual Framework and Assessment COEHP meeting to discuss assessment and conceptual framework at faculty planning meetings		R	S	S		S						
Ed-Prep Assessment Handbook Review and revise the Ed-Prep Assessment Handbook		S	R		S							
Facts and Figures Completed College / Depart Publications Educator Preparation Facts and	Due Mid-OCT	S	R									S Authors Facts and Figures Publications

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Figures Data Reference Publications_(FFDRP)												
<u>Facts and Figures Disseminate FFDRP</u> – Faculty and Partnership Councils / Online Publication			R									S Presentation to Department
<u>CCNE</u> SON Accreditation Annual Report	Annual Reporting and Next Site Review 2025					R	S					
<u>SACS APR & IP</u> Complete Annual Program Review and Improvement Reports for previous year (SACS)	Aug 2017 Assist. VP for Inst Assess	R	S			S	S					
<u>Strategic Plan Assessment</u>		R										
<u>Survey</u> Alumni Surveys and Analyses			R									
<u>Survey</u> Employer Surveys and Analyses			R									
<u>Survey</u> Alumni / Employer Surveys & Analyses –Begin Dissemination of Results			R									
<u>Survey</u> Disseminate Survey Results Employer and Alumni Survey results to Partnerships and			R									

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

Note: Comprehensive Program Reviews 2020

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Spring Semester –January - May												
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<u>CAEP Annual Report</u>	Due March		S (Support)		R (Responsible Dept./Position)							
<u>CAEP (GPA) Standard 3 Report</u> End-of-Semester Report	Due May		R									
<u>Department Chair Evaluations</u>	Due March	R										
<u>IPRC report</u>	Due April		R			S	S					
<u>NCLEX</u>	Due May					R	S					
<u>PAAR Report</u> GaPSC	Due Jan		R			S Role/Info.	S Role/Info.					
<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					
<u>Strategic Planning</u>	Due April	R										
<u>Survey</u> Employer Survey Distribution	Due May		R									
<u>Survey</u> Alumni Survey Distribution	Due May		R									
<u>Title II</u> Resolution Period	Due Jan		R									

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<u>Title II</u> Review and submit final Title II data	Due Feb		R									
<u>USG Ed Prep Data</u> Entries for Summer Completers and Admits	Due Jan – May		R									

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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 Chairs	Program Coordinators	Tk20 Coordinator	Faculty	SAFE Office	PACE Office	COEHP Assessment Council
<u>Facts and Figures Ref Data Publication</u> COEHP Assessment Council	Due June - July		R (Responsible Dept./Position)									S (Support)
<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					