

Annual Report and Assessment Calendar		
List of Data Reports, Deadlines & EPP Data Review Meetings		
Month	Data Reports and Deadlines	Meeting Schedule
January	<ul style="list-style-type: none"> <li>• <b>January 15-20:</b> ETS/Praxis Test Taker Score reports posted on program Shared Drives</li> </ul>	Data from these reports are reported as requested. Jan. all reports are updated from previous year.
February	<ul style="list-style-type: none"> <li>• <b>February 28:</b> Deadline for all approved assessments to be submitted for entry in Watermark for current spring semester</li> </ul>	
March	<ul style="list-style-type: none"> <li>• <b>March 31:</b> Due date for new/revised assessment to be implemented in Watermark for upcoming <u>fall</u> semester</li> </ul>	<ul style="list-style-type: none"> <li>• <b>8 weeks into the semester:</b> Window for midpoint practicum checkpoint meetings</li> </ul>
April	<ul style="list-style-type: none"> <li>• <b>April 15-20:</b> ETS/Praxis Test Taker Score reports posted on program Shared Drives</li> <li>• <b>April 30:</b> CAEP Annual Report Due</li> </ul>	
May	<ul style="list-style-type: none"> <li>• <b>Monday after Finals:</b> ESA and practicum data posted on program Shared Drives</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Week before Finals:</b> Window for summative practicum checkpoint meetings</li> <li>• <b>Tuesday after Finals:</b> Core Data Review meeting (Program Coordinators and Core content faculty meet to review student data from the current semester)</li> </ul>
June	<ul style="list-style-type: none"> <li>• <b>June 1:</b> Annual CPE Academic Program Review Report due to COEHS Director of Assessment and Accreditation</li> </ul>	
July	<ul style="list-style-type: none"> <li>• <b>July 1:</b> Annual Academic Program Review due to CPE (submitted to Provost/CPE by COEHS Director of Assessment and Accreditation)</li> </ul>	
August	<ul style="list-style-type: none"> <li>• <b>By August 5:</b> MSU assessment data posted on program Shared Drives</li> <li>• <b>August 15-20:</b> ETS/Praxis Test Taker Score reports posted on program Shared Drives</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ongoing in August:</b> Director of Assessment holds COEHS program meetings to complete MSU Assessment plans/reports</li> </ul>
September	<ul style="list-style-type: none"> <li>• <b>September 15-20:</b> ETS/Praxis Annual History reports posted on program Shared Drives</li> <li>• <b>September 15:</b> MSU Assessment Reports Due</li> <li>• <b>September 30:</b> Deadline for all approved assessments to be submitted for entry in Watermark for current fall semester</li> <li>• <b>September 30:</b> Due date for new/revised assessment to be implemented in Watermark for upcoming <u>spring</u> semester</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ongoing in September:</b> Director of Assessment holds COEHS program meetings to complete MSU Assessment plans/reports</li> </ul>

October	<ul style="list-style-type: none"> <li>● <b>October 1:</b> MSU Assessment Plans Due</li> </ul>	<ul style="list-style-type: none"> <li>● <b>8 weeks into the semester:</b> Window for midpoint practicum checkpoint meetings (<i>proposed update for F23- meeting scheduled one week before Fall Break</i>)</li> <li>● <b>Last week of October:</b> Praxis Data Meeting (review data trends from reporting year)</li> </ul>
November	<ul style="list-style-type: none"> <li>● <b>November 15-20:</b> ETS/Praxis Test Taker Score reports posted on program Shared Drives</li> </ul>	
December	<ul style="list-style-type: none"> <li>● <b>Monday after Finals:</b> ESA and practicum data posted on program Shared Drives</li> <li>● <b>Monday after Finals:</b> Employer &amp; Completer Survey results shared with program faculty</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Week before Finals:</b> Window for summative practicum checkpoint meetings</li> <li>● <b>Tuesday after Finals:</b> Core Data Review meeting (Program Coordinators and Core content faculty meet to review student data from the current semester)</li> </ul>