

## Fredonia's Assessment Cycle

Fredonia's assessment cycle “begins” and “ends” every year in May when units generate goals for the upcoming academic year. The cycle “ends” in June when units wrap up their assessments for the previous cycle. Assessment by month is listed below.

Month	Annualized Assessment Calendar
<b>May</b>	<ul style="list-style-type: none"> <li>• Discuss Goal Setting with Supervisor to Ensure it Aligns with Divisional Goal for the Upcoming Academic Year</li> <li>• Set Goals</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Campus Workshops on Goal Settings</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Campus Workshops on Goal Settings</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Campus Workshops on Measurements and Progress</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Campus Workshops on Measurements and Progress</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Units Analyze Results</li> <li>• Units Send Results to Assessment Office</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Assessment Office Compiles Reports and Distributes to Supervisors</li> <li>• Supervisor Comments on Plans by the End of June</li> <li>• Units and Supervisor Use Plan Results to Make Decisions and Enact Changes (If Applicable)</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>• University Assessment Index Presented to Cabinet</li> </ul>

# Specifics About the Template

There are a few things to know about this template.

- You can find the links to the AAA forms here: [fredonia.edu/about/offices/academic-affairs/assessment-information-resources](https://fredonia.edu/about/offices/academic-affairs/assessment-information-resources). You'll need to download them to be able to fill in the templates.
- This template applies to just one goal. If you have multiple goals, you'll need a template doc for each goal. We have included a space for you to show Goal x of x, to conveniently note if you are submitting more than one template doc. You may submit more than one file (one for each goal), or you may optionally combine the docs into one file in Acrobat when you have to submit!
- Templates should be typed, handwritten ones cannot be accepted.
- Please, **LABEL** the template file as follows: Name of the Division, Name of the Unit, Goal Number, and Year. For example: **UA - Alumni Affairs - Goal 1 - 2022-2023**.
- Remember if you are in Word or PDF (your choice) and are collaborating with a colleague you will need to keep track of versions, should you both edit the same file(s).
- All of the fields automatically stretch (to hold your content), but there will be limited editing tools for these fields.
- If you are referring to charts or other data sets, consider creating a file to hold the information and submitting the file as an Appendix (not as a hyperlink since we may keep these in a hardcopy binder).
- Please do NOT lock the document when you submit it, as your Dean or Supervisor will be inputting feedback in the same template after you submit it. Your Dean or Supervisor will submit this to the Assessment office once finished.