August 15:
Course coordinators review documents and upload course coordinators report into Taskstream.

September 15:
Chairs authentication of gen ed courses in Taskstream.

December 1:
Instructors teaching fall gen ed courses will submit the syllabi and assessment report to the course coordinator.

August 15:
Instructors teaching summer ILC courses will complete and send the data collection form to the course coordinator.

October 31
Finalize 2018-19. Course coordinators will combine 2018-19 semester data collection forms and upload into Taskstream.

December 15:
Instructors teaching fall ILC courses will complete and send the data collection form to the course coordinator.

May 15:
Instructors teaching spring ILC courses will complete and send the data collection form to the course coordinator.

On the Horizon:
A Course Impact Report (CIR) will be completed every three years and is expected to summarize and aggregate trends in student achievement in the ILC course and the selected proficiency. The first round of CIRs will be due in 2023.

September 30:
Finalize 2018-19. Finalize the Student Learning Assessment Report (SLAR) by completing the analysis (interpretation) and action plan (use of findings for improvement) components. This is the final date to have all reporting requirements completed in Taskstream (program mission, SLOs, assessment methodology, findings & analysis, and action plan).

November 15:
Upload into Taskstream the Student Learning Program Impact Report (PIR) covering three years’ worth of SLAR information (2016-17, 2017-18, and 2018-19).

May 31:
Target completion date for the 2019-20 degree program SLOs, Assessment Methodology, and Findings and Analysis components of the SLAR; this includes the uploading of data collection/files generated from assessment for fall and spring semesters.

Changes:
-Follow-up component is now optional.
-Deans authentication is no longer required.
-Added the Program Impact Report

Support/Administrative Units
May 30:
Divisions upload SPARs in Taskstream for 2019-20 review.

June 30:
Divisions upload SPARs in Taskstream for 2019-20 review.

Note:
SPARs may be used in conjunction with staff performance evaluations.

SP
Strategic Planning

September 30:
Step 1: Finalize 2018-19. All reporting requirements should be completed in Taskstream for 2018-19 planning cycle including all standing requirements (uploaded strategic plan, entered mission statement, indicated at least 3-5 priority objectives/outcomes) and all annual planning cycle elements (entered measures/targets and findings/use of findings for each priority objective/outcome).


April 30:
Academic Departments upload SPARs in Taskstream for 2019-20 (or other internally established deadline by the College) for review and inclusion in the College report.

May 30:
Colleges, Graduate School, LSU Libraries upload SPARs in Taskstream for 2019-20 review.

Note:
SPARs shall be used in conjunction with faculty performance evaluations and the associated deadline set forth in PS-36.