**August 15:**
General Education course coordinators review documents and upload course coordinators report into Taskstream. It is expected that all semesters (Fall, Spring, and Summer) during an academic year are included.

**September 15:**
Chairs’ authentication of General Education courses in Taskstream.

**January 15:**
General Education instructors teaching Fall General Education courses will submit the syllabi and assessment report to the course coordinator.

**May 30:**
General Education instructors teaching Spring General Education courses will submit the syllabi and assessment report to the course coordinator.

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

**October 31:**
Finalize 2020-21. Course coordinators will combine 2020-21 section-level data collection forms and upload into Taskstream. Departments need only to assess a majority of sections annually for each course; however, it is important that these sections be as representative as possible of all sections (and modalities) of the course, including those taught in the Summer or Intersession terms.

**January 15:**
Instructors teaching Fall ILC course sections will complete and send the section-level data to the course coordinator.

**May 30:**
Instructors teaching Spring ILC courses will complete and send the section-level assessment data to the course coordinator.

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**September 30:**
Finalize 2020-21. Finalize the Student Learning Assessment Report (SLAR) by completing all reporting requirements in Taskstream (program mission, SLOs, assessment methodology, findings and analysis, and action plan).

*Note: The 2020-21 SLAR will be the last report to be entered into Taskstream.*

**May 30:**
Target completion date for the 2021-22 degree program SLAR reporting requirements to be entered into the new Planning & Self-Study system.

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**September 30:**
Units Reporting to President or EVP & CFO: Finalize 2020-21. All strategic planning reporting requirements should be completed in Taskstream for the 2020-21 planning cycle, including: 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).

**October 15:**
Units Reporting to EVP & Provost: Finalize 2020-21. All strategic planning reporting requirements should be completed in Taskstream for the 2020-21 planning cycle, including: 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).

**November 1:**
2021-22 Planning Cycle in Taskstream is open and available for all planning units.