

## **TIMELINE - GRADUATE ASSESSMENT AND PROGRAM REVIEW PROCESS**

### **Graduate Certificate Review**

The Graduate Certificate review will include completion of the Assessment of Student Learning (ASL) report and the completion of the Graduate Certificate review report (GCRR).

The following timeline will be followed during the review cycle:

#### **October 2018**

The Graduate School notifies the coordinator(s), department head(s), graduate program director(s), and the College Dean(s) from the departments who have graduate certificate programs that are designated for review during the academic year and informs them of the timeline and format for the report. Programs may request a meeting with the Associate Dean for Academic Affairs to go over the procedures and answer any questions.

#### **October- November 2018**

Graduate coordinators prepare the certificate program's ASL and Graduate Certificate review report.

#### **November 26, 2018**

ASL report and GCRR report are due November 26. Reports are to be submitted as Word or PDF documents to the Office of Assessment via email [assessment@ksu.edu](mailto:assessment@ksu.edu) and copy Graduate School at email [gradinfo@ksu.edu](mailto:gradinfo@ksu.edu).

#### **December 2018-January 2019**

The Office of Assessment reviews the ASL report and prepares feedback. The Associate Dean of the Graduate School will review the feedback and provide additional guidance as needed. The feedback will be sent to the program for consideration. If applicable, the program will submit a revised ASL report to the Associate Dean of the Graduate School.

#### **January-February, 2019**

The Graduate Council Assessment and Review Committee meets to discuss and review the ASL and Graduate Certificate review report.

#### **April-May, 2019**

Associate Dean of the Graduate School provides feedback to programs on their review of their program documents and copies the respective College Dean(s).