

# Spring Assessment Communication Guide

## For College Assessment Leads

### *Purpose of this task*

College Assessment Leads (CALS) are responsible for preparing and distributing a Spring Assessment announcement to all departments within their college. This communication ensures that departments clearly understand assessment expectations, timelines, and priorities for the term and beyond.

Timely and consistent messaging across colleges is critical to support departments, maintain alignment, and meet institutional reporting deadlines.

### **What CALs Are Expected to Do:**

#### **1. Prepare a Spring Assessment Announcement**

The announcement should be sent to:

- The Associate Dean
- Department Chairs
- Program Coordinators
- Faculty involved in assessment and curriculum planning

### **Sample Announcement Text**

**Subject:** Spring 2026 Assessment Activities and Key Deadlines

Dear Colleagues,

As we begin the Spring 2026 semester, this message outlines key assessment activities and expectations for all departments.

This spring, departments are asked to focus on the following assessment priorities:

- **Reviewing the College Learning Outcomes Assessment Dashboard Report** shared by CALS to the college no later than the end of **February 2026**
- **Completing the Annual Continuous Improvement Report/Plan (ACIRP)** due **April 15, 2026**
- **Starting the Five-Year Strategic Assessment Plan** discussion for the next cycle, with early work due by **September 2026**
- **Reviewing and editing the Master Alignment Map** for undergraduate and graduate programs

College Assessment Leads and the Office of Academic Assessment and Program Review are available to provide guidance and support throughout the semester.

Thank you for your continued commitment to assessment and continuous improvement.  
Best regards,

**Assessment Tip:** Ask your Associate Chair to distribute this announcement to Department Chairs to be shared with the full faculty.