

## Counseling Department Calendar of Planning and Assessment

Loyola University New Orleans

### **Calendar of Key Assessment Activities**

Exit survey administered (Departmental)	May 1-15
Alumni survey administered	June 15
Employer survey administered	June 15
Supervisor survey administered	June 15
Annual Report Due	July 15
Review Student Performance on KPI's from Spring and Summer	September
Outcome Report Posted	October
Review Annual Report Previous AY National Counselor Examination (NCE) results Review previous AY survey Data Exit (Dec/May); Alumni, Employer, Supervisor (June)	November Faculty Meeting
Advisory Board Meeting	November
Supervisors Meeting & Training	November
Discuss Faculty Course Evaluations (Spring/ Summer)	November Faculty Meeting
Clinical Review Site Supervisor Reports; Student Evaluations of Sites	December Faculty Meeting
Advisory Board & Supervisor Meeting Review Review minutes, action items, etc.	December Faculty Meeting
Exit survey administered (as needed)	December 1-15
Review Outcome Report	January
Review Student Performance on KPI's from Fall Semester	January
Discuss Faculty Course Evaluations (Fall)	April