

Timetable of Assessment Activities and Panels 2002-2003

Date	Senior Assessment	Sophomore Assessment
August 2002	<p><u>August 25:</u> letters announcing the dates and times of the assessment panels were mailed to the seniors required to participate in the assessment (<i>Appendix, exhibit A1</i>). The case for the team presentations was enclosed with the letter. The case was entitled "TiVo" (Harvard Business School, case number 5-501-038, <i>Appendix, exhibit B1</i>). Letters to the seniors' parents asking them to support the students' work in the assessment were also mailed (<i>Appendix, exhibit A2</i>).</p>	
September 2002	<p><u>Mid-September:</u> the questions for the seniors' case were posted on the web (<i>Appendix, exhibit B2</i>).</p> <p>Also, last year's Assessment Report was distributed to the faculty and posted online.</p> <p><u>Late September:</u> the seniors' team assignments were posted on the web (<i>Appendix, exhibit B3</i>).</p>	<p><u>September 3:</u> vocabulary tests were administered to incoming freshmen during their orientation. The tests were graded and the results were entered into an SPSS file.</p>
October 2002	<p><u>October 7th:</u> copies of last year's Assessment Report and invitations to participate in the 02/03 assessment were mailed to the assessors. (<i>Appendix, exhibit A3</i>).</p> <p><u>Early October:</u> e-mail reminders regarding the preparatory workshops were sent to students.</p> <p><u>October 18:</u> vocabulary tests were administered to seniors in BINT 5001. Approximately 50% of these tests were graded and the results were entered into an SPSS file.</p> <p><u>October 14, 17, and 18:</u> three one-hour preparatory workshops were held. Forty-six (46) seniors attended these sessions. Each team was represented by at least one student. Selected assessors' comments from last year's seniors' panels were posted online and incorporated into the preparatory workshops.</p>	<p><u>Late October:</u> letters announcing the dates and times of the assessment panels were mailed to the sophomores selected for the February 03 assessment (<i>Appendix, exhibit A4</i>). Letters to the sophomores' parents asking them to support the students' work in the assessment were also mailed (<i>Appendix, exhibit A5</i>).</p>
November 2002	<p><u>November 4:</u> letters to assessors detailing their assignments were mailed (<i>Appendix, exhibit A6</i>). The assessors' manuals were included with these letters. The key materials in the manuals were the answers to the TiVo case questions (<i>Appendix, exhibit B4</i>) and rating forms for grading the team presentations (<i>Appendix, exhibit B5</i>).</p> <p><u>November 9 and 10:</u> Several phone training sessions for new assessors were held.</p> <p><u>Friday, November 15 (evening) and Saturday, November 16 (morning and afternoon):</u> the Seniors' Assessment Panels took place. Students also completed two individual assignments (<i>Appendix, exhibit B6</i>).</p>	
December 2002	<p><u>Early December:</u> The team scores were tabulated.</p>	<p><u>December 11:</u> letters with enclosures</p>

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	The entire assessment works of seniors who graduated in December 2002 were graded and their records were updated.	detailing the team compositions, the dates, times and locations of the panels, and the assignments' materials were sent to students (<i>Appendix, exhibits A7, C1, C2 and C3</i>). The sophomores case was entitled "TiVo: Changing the Face of Television" (Kellogg School of Management).
January 2003	<p><u>Mid-January</u>: seniors who needed to repeat any of the individual assignments received letters informing them so (<i>Appendix, exhibit A9</i>).</p> <p><u>January 24</u>: Dr. Wisenblit presented the undergraduate assessment highlights and results at the Spring Faculty Teaching Workshop.</p>	<u>January 29 and 31</u> : two one-hour preparatory workshops were held. Sixty (60) sophomores attended these sessions. Each team was represented by at least one student. Selected assessors' comments from last year's sophomores' panels were posted online and incorporated into the preparatory workshops.
February 2003	<p><u>February 21 (afternoon)</u>: most of the seniors who needed to re-take the Excel or Writing Assignments re-took them.</p> <p><u>February 22</u>: Fifteen seniors (divided into three teams) completed their assessment panels at the same time as the sophomores. The seniors' assessment requirements differed from those of the sophomores.</p> <p><u>Late February</u>: all the seniors received letters detailing their assessment grades (<i>Appendix, exhibit A10</i>). Members of each team got the individual scores and assessors' comments regarding their team's performance (<i>Appendix, exhibit B7</i>). The few seniors who still had not completed required re-takes of individual assignments were reminded to do so in the grade letters.</p>	<p><u>February 10</u>: letters to assessors detailing their assignments were mailed (<i>Appendix, exhibit A8</i>). The assessors' manuals were included with these letters. The key materials in the manuals were the answers to the sophomores' TiVo case questions (<i>Appendix, exhibit C4</i>) and rating forms for grading the team presentations (<i>Appendix, exhibit C5</i>).</p> <p><u>Friday, February 21 (evening) and Saturday, February 22 (morning and early afternoon)</u>: the Sophomores' Assessment Panels took place. Students also completed two individual assignments (<i>Appendix, exhibit C6</i>).</p>
March 2003	<p><u>Early and Mid-March</u>: seniors who failed the <i>Excel</i> and writing assignments are re-tested and their records are updated.</p> <p><u>Late March</u>: letters regarding next year's senior assessment panels sent to juniors (i.e., next year's seniors) who did not complete the assessment as sophomores (<i>Appendix, exhibit A12</i>).</p> <p><u>March 26</u>: the best team from the seniors' November 2002 panels was honored at the Dean's Integrity & Professionalism Luncheon (<i>Appendix, exhibit A14</i>).</p>	<p><u>Mid-March</u>: sophomores received letters detailing their assessment grades and procedures for re-taking (if needed) the <i>Excel</i> and writing assignments (<i>Appendix, exhibit A11</i>). Members of each team got the individual scores and assessors' comments regarding their team's performance (<i>Appendix, exhibit C7</i>).</p> <p><u>March 12</u>: letters regarding next year's sophomore assessment panels sent to freshman (i.e., next year's sophomores) (<i>Appendix, exhibit A13</i>).</p> <p><u>March 26</u>: the best team from the sophomores' February 2003 panels was honored at the Dean's Integrity & Professionalism Luncheon (<i>Appendix, exhibit A14</i>).</p>
April 2003	<u>March 31 and April 2 and 4</u> : seventy-nine (79) juniors attended one out of four day or evening information sessions on the upcoming Senior Assessment Panels (scheduled for November 14	<u>March 31 and April 2 and 4</u> : seventy-six (76) freshmen attended one out of four day or evening information sessions on the upcoming Sophomore Assessment Panels

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April 2003	and 15, 2003). Juniors who did not attend any of the information sessions were contacted and urged to pick up copies of the assessment manual.	(scheduled for February 20 and 21, 2004). Freshmen who did not attend any of the information sessions were contacted and urged to pick up copies of the assessment manual.
May 2003	Information contacts with some juniors who could not attend the April information sessions took place.	Re-takes of individual assignments were administered to several students who failed those assignments in February 2002 and two students who failed them in February 2003. A list of the results for updating the students' records was compiled on May 29. Information contacts with some freshmen who could not attend the April information sessions took place.
June 2003	<u>June 23</u> : summary letters and a comparative analysis of individual ratings and the overall ratings were mailed to assessors (<i>Appendix, exhibit A15</i>).	<u>June 20</u> : summary letters and a comparative analysis of individual ratings and the overall ratings were mailed to assessors (<i>Appendix, exhibit A15</i>).
July 2003	<u>July</u> : Assessment Report 2002-03 submitted to Deans Boroff and Strawser and distributed to the faculty.	<u>July</u> : Assessment Report 2002-03 submitted to Deans Boroff and Strawser and distributed to the faculty.