

Music Records

Record Type	Description/Examples	Notes	Due at Archives
Self-Studies	Department Self-Study	To be collected and shared by Assessment Committee. Next expected Summer 2023 .	At Publication – end of academic year 1 of reporting cycle
Self-Studies	External Review; Action Plan	To be collected and shared by Assessment Committee. Next expected Summer 2024 .	At publication – year 2 of reporting cycle
Self-Studies	Annual Progress Reports	To be collected and shared by Assessment Committee. Next expected Summer 2025 .	Each summer years 3 – 8 of reporting cycle
College Publications	Performance Programs		At time of printing
Senior Projects (comps)	Project Abstracts	Contact Archives as soon as they become available	Some projects with abstracts are submitted to Dspace collection annually in May
Syllabi	Course Syllabi	Requested by Associate Provost and submitted by faculty through semester specific form.	Beginning of each semester
Policy and Procedure	Guidelines and Expectations for Senior Projects	Contact Archives as soon as they	See Not

Manuals or
Documents

become available