



# UPDATED 2018-2019 ASSESSMENT CYCLE CALENDAR

## for NON-INSTRUCTIONAL UNITS

### EFFECTIVE: JANUARY 16, 2019

Time Frame	Activity	Responsible Individual(s)	Due Date
September 2018 <i>Review</i>	<b>Assessment Committee will meet to discuss goals for systematic improvement</b> <ul style="list-style-type: none"> <li>Review prior year's assessment cycle to address findings for continuous improvement</li> </ul>	<i>Assessment Committee Members</i>	September 30, 2018
October-November 2018  <i>Assessment Plan Development</i>	<b>New unit heads should be preparing to enter the following information into LiveText:</b> <ul style="list-style-type: none"> <li>Unit Mission</li> <li>Unit Goals</li> <li>(3) Measureable Objectives</li> <li>(2) Indirect Assessment Measures for each objective</li> <li>Criteria for Success for each assessment measure to determine the level of success for each outcome</li> </ul>	<i>Vice Presidents, Deans, Directors, and Department Heads</i>	November 30, 2018
December 2018- May 2019 <i>Complete Assessment Report (Data Collection, Analysis and "Closing the Loop")</i>	<b>Assessment Report:</b> Collect and analyze assessment data from direct assessment measures administered. The data collection process is inclusive of information gathered during the Fall, Spring, and Summer Terms. Upon collection of data, Faculty will be required to "Close the Loop" by entering findings for each criteria for success. The evaluation of data should be specific as they relate to making a connection to the achievement of student learning and identifying gaps.	<i>Vice Presidents, Deans, Directors, and Department Heads</i>	Assessment reports must be completely submitted in LiveText no later than <b>May 31, 2019</b>
<b>May 2019</b>  <i>Action Plans</i>	<b>Reflection and Evaluation:</b> Department chairs and faculty should collaboratively review data collected and discuss the results and strategies for improving the unit. Where achievement targets <b>are not met</b> , a plan of action is required. Although achievement targets are met, unit objectives should be assessed for at least three consecutive years.	<i>Vice Presidents, Deans, Directors, and Department Heads</i>	<b>May 31, 2019</b>
<b>June 2019</b> <i>Audit and Evaluation of 2018-2019 Assessment Reports</i>	<b>Audit and Evaluation of Assessment Reports:</b> Using a customized rubric, the IE Committee will review assessment reports and will provide feedback on each element required in the development of a report, Access to feedback reports will be made accessible in LiveText.	<i>Institutional Effectiveness Committee for Non-instructional Units</i>	<b>June 30, 2019</b>

*Assessment-related workshops will be offered throughout the year. Please consult the IE Professional Development schedule.*

Effective Date: 1/16/2019