

2020-2021 ASSESSMENT CYCLE CALENDAR for NON-INSTRUCTIONAL UNITS

Time Frame	Assessment Process	Assessment Activity	Responsible Individual(s)	Due Date
October 2020	<p>Define Unit Mission, Goals, and Objectives</p> <p>Identify Activities/Measures</p>	<p>Review and establish Unit Goals</p> <ul style="list-style-type: none"> Review, update and align mission and goals Review prior year's assessment cycle plan to address findings for continuous improvement Reevaluate and establish goals to align with institutional goals and accreditation requirements <p>Review and establish Objectives/Outcomes</p> <ul style="list-style-type: none"> Review, update, and align objectives/outcomes to be evaluated consecutively for three years (Fall 2020 – Summer 2023) <p>Determine activities and measures</p> <ul style="list-style-type: none"> Create data collection plan Create/modify data collection tools 	<p><i>Assessment Coordinators, Vice Presidents, Directors, Deans, Department Heads</i></p>	<p>October 31, 2020</p>
October 2020	<p>Assessment Plan Development</p> <p>Establish Measures and Criteria</p>	<p>Enter assessment data in LiveText for review. Complete the following sections:</p> <ul style="list-style-type: none"> Unit Mission Unit Goals Objectives/Outcomes Two Assessment Measures for each objective/outcome (Total of six) Criteria for Success for each assessment measure to determine the level of success for each outcome (Total of six) 	<p><i>Assessment Coordinators</i></p>	<p>Submitted in LiveText</p> <p>October 31, 2020</p>
November 2020	Preliminary Review	<p>Review and provide feedback on data entered in LiveText</p> <ul style="list-style-type: none"> OIE will review assessment data in LiveText and provide feedback Assessment coordinators will be responsible for addressing feedback and updating the assessment report 	<p><i>Office of Institutional Effectiveness and Assessment Coordinators</i></p>	<p>November 30, 2020</p>
November 2020 – July 2021	Collect Data	<p>Follow the assessment process by using the planned activities to measure and collect data</p> <ul style="list-style-type: none"> Plan and perform assessment activities to measure outcomes Establish data collection plans and protocols to maintain data integrity 	<p><i>Assessment Coordinators, Vice Presidents, Directors,</i></p>	<p>July 31, 2021</p>

		<ul style="list-style-type: none"> Collect data from the assessment measures administered. The data collection period should be inclusive of the fall, spring, and summer terms. 	Deans, Department Heads	
May 2020 - July 2021	Analyze Results (Close the Loop) and Make Improvements Submit Assessment Report	Analyze collected data and complete Closing the Loop section in LiveText <ul style="list-style-type: none"> Perform detailed analysis of data to determine if achievement is met based on the established criteria. Analysis should be specific to connecting achievement of objectives and identifying growth opportunities. Review and discuss data with stakeholders to strategize continuous improvement efforts. Upon analysis and discussion of data, enter comprehensive finding details for each criterion and planned uses of results in LiveText Where achievement targets are not met, a plan of action is required. 	Assessment Coordinators, Vice Presidents, Directors, Deans, Department Heads	Submitted in LiveText July 31, 2021
August 2021	Review of Submitted Assessment Reports	Evaluate and provide feedback of Assessment Reports based on approved rubric <ul style="list-style-type: none"> In LiveText, OIE will evaluate the submitted assessment plan and provide feedback Assessment coordinators will review feedback and implement actions to improve the assessment plan for the next academic year 	Office of Institutional Effectiveness and Assessment Coordinators	August 31, 2021

*Consultations and assessment related workshops will be offered throughout the year.
Please consult the IE Professional Development schedule at www.alasu.edu/administration/professional-development.*