



**ALABAMA STATE  
UNIVERSITY**

## 2019-2020 ASSESSMENT CYCLE CALENDAR for NON-INSTRUCTIONAL UNITS

Time Frame	Activity	Responsible Individual(s)	Due Date
<b>August 2019</b> <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>	<b>Assessment Committee Members</b>	August 31, 2019
<b>September 2019</b> <i>Goals and Objectives Development</i>	<b>Review Goals and Objectives 2019-2022</b> Conduct review of goals and objectives.	<b>Vice Presidents, Deans, Directors, and Department Heads</b>	
<b>October 2019</b> <i>Assessment Plan Development</i>	<b>The following information should be entered into LiveText:</b> <ul style="list-style-type: none"> <li>Unit Mission</li> <li>Unit Goals</li> <li>Three Measureable Objectives</li> <li>Two Assessment Measures for each objective</li> <li>Criteria for Success for each assessment measure to determine the level of success for each outcome (Total of Six)</li> </ul>	<b>Vice Presidents, Deans, Directors, and Department Heads or Designee</b>	Information submitted in LiveText by <b>October 31, 2019</b>
<b>November 2019</b> <i>Preliminary Review</i>	<b>Preliminary review of established goals and objectives</b> Review team will provide feedback and guidance for preliminary information entered into LiveText. <b>[Report authors should begin data collection in the interim.]</b>	<b>Assessment Review Team</b>	Comments provided by November 15, 2019
<b>May 2020- July 2020</b> <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, units 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. Vice Presidents, Deans, Directors, and Department Heads or designees 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.	<b>Vice Presidents, Deans, Directors, and Department Heads or Designee</b>	Information submitted in LiveText by <b>July 31, 2020</b>
<b>August 2020</b> <i>Audit and Evaluation of 2019-2020 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. Comments will be made available in LiveText.	<b>Assessment Review Team</b>	Feedback available by August 14, 2020

*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](http://www.alasu.edu/administration/professional-development).*