

Annual Assessment Timeline – TEMPLATE (June reporting)

*(This example is based on an academic-year cycle with **June 1** reporting; descriptions and specific dates should be adapted for use in particular departments/programs; your annual timeline can be attached as a supporting document in your assessment report.)*

August	<p><u>Academic year begins:</u> Review OIE feedback on prior assessment report. Consult with colleagues in departmental/committee meetings to determine if adjustments to existing assessment plan are needed (e.g., changes to outcomes, measures, assessment schedule). Keep copies of agendas/minutes to include as supporting documents in next assessment report.</p>
August-April	<p>Work with colleagues to implement improvement initiatives (action plans such as changes in programming/pedagogy) stemming from last year’s assessment findings; gather outcomes data according to rolling assessment plan/timeline.</p>
April-May	<p>Collect, aggregate, and summarize data for department/report.</p>
May	<p><u>Closing the loop:</u> Share and review data with department (<i>What does this info tell us?</i>); generate and document interpretations/insights; develop targeted improvement initiative(s) to include as action plans in asmt report.</p>
May 15	<p>Draft complete assessment report, share with key colleagues (e.g., chair; curriculum committee), request revisions/additions.</p>
June 1	<p><u>Finalize annual assessment report</u> on preceding year, submit to OIE.</p>
June/July/Aug	<p>Coordinate with colleagues to ensure that improvement/action plans are launched according to schedule. Update the previous cycle’s improvement/action plans to reflect new/key details of actual initiatives (versus “we plan to meet & make a plan”).</p>
Subsequent Yr	<p>Continue to assess per program’s plan. Track the IMPACT of ongoing improvement initiatives; include in subsequent assessment results.</p>

Annual Assessment Timeline – TEMPLATE (October reporting)

*(This example is based on an academic-year cycle with **October 1** reporting; descriptions and specific dates should be adapted for use in particular departments/programs; your annual timeline can be attached as a supporting document in your assessment report.)*

August	<p><u>Academic year begins:</u> Collect, aggregate, and summarize data for department/report. Review OIE feedback on prior assessment report. Consult with colleagues in departmental/committee meetings to determine if adjustments to existing assessment plan are needed (e.g., changes to outcomes, measures, assessment schedule). Keep copies of agendas/ minutes to include as supporting documents in next assessment report.</p>
September	<p><u>Closing the loop:</u> Share and review data with department (<i>What does this info tell us?</i>); generate and document interpretations/insights; develop targeted improvement initiative(s) to include as action plans in asmt report.</p> <p>Draft complete assessment report, share with key colleagues (e.g., chair; curriculum committee), request revisions/additions.</p>
October 1	<p><u>Finalize annual assessment report</u> on preceding year, submit to OIE.</p>
October-April	<p>Work with colleagues to develop/implement improvement initiatives (action plans such as changes in programming/pedagogy) stemming from last year’s assessment findings. Update the previous cycle’s improvement/action plans to reflect new/key details of actual initiatives (versus “we plan to meet & make a plan”).</p>
January	<p>Review OIE feedback on prior assessment report.</p>
April-May	<p>Collect spring data now—generally easier to do that before everyone leaves for the summer.</p>
Subsequent Yr	<p>Continue to assess per program’s plan. Track the IMPACT of ongoing improvement initiatives; include in subsequent assessment results.</p>