Blue – System updates

Red – New system update

Green – Ongoing activities

Purple – Faculty activities

ANNUAL ASSESSMENT CYCLE

**Due 10/1:** Learning Outcomes for the coming year should be reviewed and updated. Each outcome should be linked to one of the institutional level learning outcomes (required before advancing in the system.) (Column 1 in the on-line system.)

**Due 10/1:** Tools and Benchmarks should be updated for those outcomes for which you will be collecting data during the current fall and spring semesters. (At this time also begin to consider the methods you might need to develop for the next year’s assessment plan - those measures that might need to be in place by the fall semester.) (Columns 2 and 3 in the on-line system.)

**Due 9/15:** This section asks you to discuss the effectiveness of the changes you made during the *previous* year. Based on the actions you planned, what changes did you succeed in making and how effective do those changes appear to be? This section will be open in May for those who complete their assessment cycle at the end of the semester and wish to update it early. It will remain open until 9/15 for those who will continue to work on their plans over the summer.

**9/1 to End of Academic Year:** Data collection should occur during fall and spring semesters. On-line space will be provided in the reporting system to upload data files at any time. These should include such things as meeting minutes, data summaries and analyses, rubrics, and so forth. Data should be available for faculty discussions in April and May.

**4/30 to Beginning of Fall Semester:** This is the time when faculty will meet to discuss the findings and results of the assessment and the curricular and co-curricular actions to be taken. *Minutes from this meeting are a required upload in the system.* Faculty should use this time to look at assessment results, summarize important points, determine actions to be taken as a result, and effects of changes from the previous year. Also use this time to anticipate the outcomes you intend to measure in the coming year and what methods/tools might need to be in place and ready for the coming fall.

**9/15 Update Results and Actions:** Update the results and actions in the on-line system (columns 4 and 5) by 9/15 based on analysis of assessment data. Also, please mark the check boxes below the dialogue box to inform us about the type(s) of changes you are planning.