



Office of Assessment and Institutional Effectiveness
Annual Planning and Assessment Months
2019-2020

DATE	PLANNING ACTIVITY	ASSESSMENT ACTIVITY
AUGUST 2019		Unit meeting to discuss/review results from prior 5 year Strategic Plan (2013-2018)
SEPTEMBER 2019	<u>STEP 1</u> <ul style="list-style-type: none"> Step 1: Define Student Learning Outcomes/Program Performance Objective 	<ul style="list-style-type: none"> Review and edit mission/vision Review outcomes/objectives and criteria of success Identify Assessment Liaisons
OCTOBER 2019	<u>STEPS 2-3</u> <ul style="list-style-type: none"> Step 2: Identify Assessment Methods and Tools Step 3: Establish Criteria of Success/Benchmarks Align budget with activities 	<ul style="list-style-type: none"> Attend Fall Assessment Workshop Enter all Outcomes/Objectives into IMPROVE with defined Assessment Methods and Tools Establish Criteria of Success/Benchmarks Align budget with activities
NOVEMBER 2019		<i>Ensure Steps 1-3 are completed</i>
DECEMBER 2019		Begin collecting evidence/documentation to enter into IMPROVE
END OF PHASE I		
JANUARY 2020	<u>STEP 4</u> <ul style="list-style-type: none"> Step 4: Collect and Analyze Data 	<ul style="list-style-type: none"> Unit meeting to discuss status of outcomes/objectives for AY 2019-2020
FEBRUARY – APRIL 2020	<u>STEP 5</u> <ul style="list-style-type: none"> Step 5: Plan and Execute Improvement Actions Collect evidence, data, and documentation for criteria/benchmarks. 	<ul style="list-style-type: none"> Continue collecting evidence and documentation to enter into IMPROVE Attend Spring Assessment Workshop
JUNE 2020	<u>STEP 6</u> <ul style="list-style-type: none"> Step 6: Report and document findings in IMPROVE by 	<ul style="list-style-type: none"> Unit meeting to discuss data collected for AY 2019-2020 Complete Ay 2019-2020 End of Year Report Assessment and Improvement Plan June 30, 2020 deadline
END OF PHASE II		