



Office of Planning, Assessment and Institutional Research  
**Department of Assessment and Institutional Effectiveness**

## SIX STEP ANNUAL ASSESSMENT & IMPROVEMENT PROCESS

### “Phase I & Phase II Timeline”

#### TIMETABLE OF ACTIVITY

Below is a schedule that shows a planned order of assessment activities for Academic Year 2022-2023.

#### BEGINNING OF PHASE I

Month	Planning Activity	Assessment Activity
August		Hold unit meetings to discuss/review assessment results and actions for improvement from previous academic year.
September	Step 1: Define Program & Student Learning Outcomes / Administrative Objectives	Select courses used to assess PLOs & SLOs. Review outcomes/objectives and criteria of success. Identify unit Assessment Liaisons.
October	Step 2: Identify Assessment Methods and Tools Step 3: Establish Criteria of Success	<b>Attend Fall Open Assessment Days.</b> Enter all PLOs, SLOs or administrative objectives, and their corresponding assessment methods and tools, and criteria of success/benchmarks in IMPROVE.
November-December		<b>Ensure that Steps 1-3 are completed and entered in IMPROVE.</b> Begin collecting evidence/documentation from fall assessment activities to be analyzed and entered into IMPROVE.

## BEGINNING OF PHASE II

Month	Planning Activity	Assessment Activity
January	Step 4: Collect and Analyze Data	Hold unit meetings to discuss progress/status of the assessment of PLOs, SLOs or administrative objectives for AY 2022-23.
February-April		<b>Attend Spring Open Assessment Day seminars.</b> Continue collecting evidence/documentation from assessment activities to analyze and enter into IMPROVE.
May-June	Step 5: Plan Improvement Actions Step 6: Report & Document Findings	Complete the collection of evidence/documentation from assessment activities and are entered in IMPROVE. Hold unit meetings to discuss data collected for AY 2022-2023. Determine plans of action for improvement and ensure that all plans are entered in IMPROVE by <b>June 30, 2023</b> .