



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 2023-2024.

#### BEGINNING OF PHASE I

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

**BEGINNING OF PHASE II**

<b>Month</b>	<b>Assessment Process Step</b>	<b>Assessment Action</b>
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 2023-24.
February-April		<b>Attend Spring Open Assessment Day seminars.</b> Continue collecting evidence/documentation from assessment activities to analyze and enter into Nuventive.
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 Nuventive. Hold unit meetings to discuss data collected for AY 2023-2024. Determine plans of action for improvement and ensure that all plans are entered in Nuventive by <b>June 30, 2024.</b>