



Office of Planning, Accreditation and Institutional Research
Department of 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 2024-2025.

BEGINNING OF PHASE I

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

BEGINNING OF PHASE II

Month	Assessment Process Step	Assessment Action
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 2024-2025.
March-April		Attend Spring Open Assessment Day seminars.
		Continue collecting evidence/documentation from assessment activities to analyze and enter into NUVENTIVE.
May-June	Step 5: Plan Improvement Actions	Complete the collection of evidence/documentation from assessment activities and are entered in NUVENTIVE.
	Step 6: Report & Document Findings	Hold unit meetings to discuss data collected for AY 2024-2025.
		Determine plans of action for improvement and ensure that all plans are entered in NUVENTIVE by June 30, 2025.