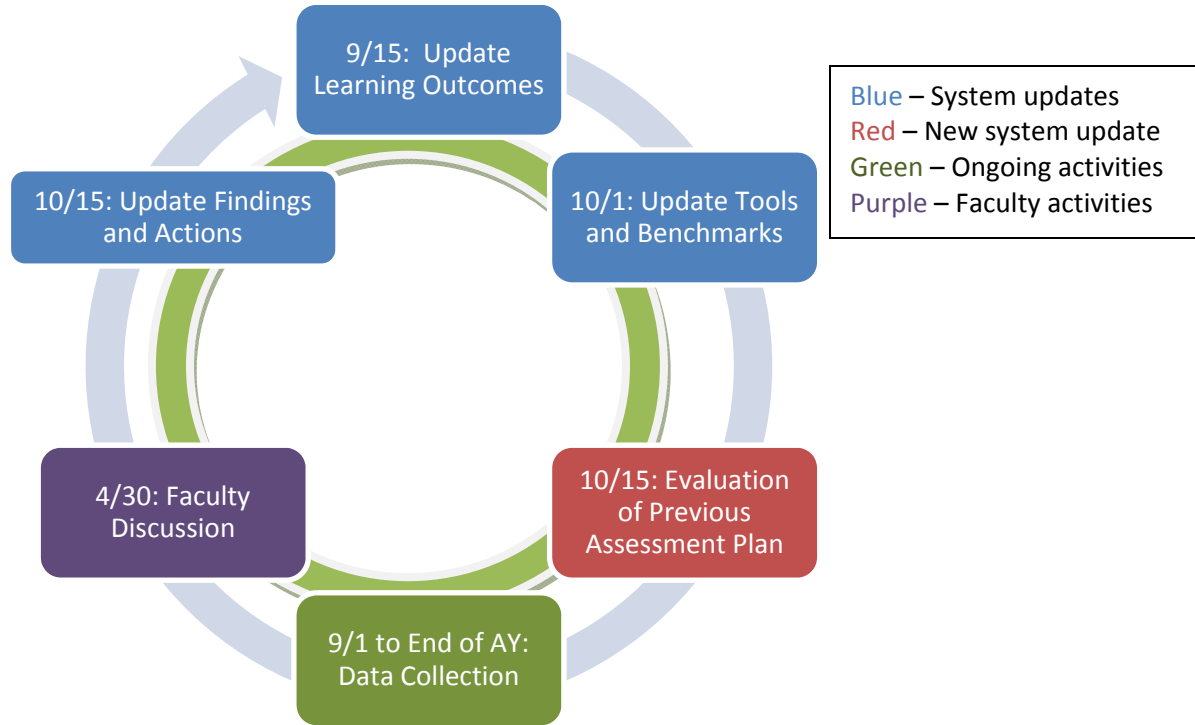


## ANNUAL ASSESSMENT CYCLE



**Due 9/15:** Learning Outcomes 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 10/15:** This section asks you to discuss the effectiveness of the changes you made during the *previous* year. Based on the actions you took, what changes did you make and how effective do those changes appear to be? This section will 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 10/15 for those who will continue to work on their plans over the summer. (This section will be appended to the previous year's plan and will not be accessible for editing once you have submitted it or after 10/15.)

**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 End of Semester:** This is the time when faculty will meet to discuss the results of the assessment and the actions to be taken. *Minutes from this meeting are a required upload in the system.* Faculty should use this time to look at assessment findings, summarize important points, determine actions to be taken as a result of the data analysis, 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. Update the findings and innovative curricular and co-curricular actions in the on-line system (columns 4 and 5) by 10/15.