Timeline for Assessment Planning

Short-Term

2007

April  Review by Executive Council
May-August  Review by President Adams and BOT
            Prepare an inventory of current assessment activities
            Formation of University-wide Institutional Effectiveness Committee
            Create website dedicated to assessment
Sept-Dec  Units develop assessment plans

2008

Jan-Jun  Units begin implementation of assessment plans
April  Institutional Assessment Plan submitted to the Middle States
July  Annual assessment reports due

Annual Plans:

1. Each Administrative and Academic Support unit is expected to develop and implement an annual assessment plan.
2. During the fall semester it will develop and complete steps 1, 2, and 3 of the plan and provide the Office of Institutional Research and Assessment with a copy. OIRA will post each plan on its webpage under Assessment of Institutional Effectiveness.
3. By the end of the academic year, it should finish steps 4 and 5 and have it signed by the University Provost, Campus Provost, the COO or whoever the head of the department reports to.
4. A print and electronic copy of the completed assessment plan will be given to the Office of Institutional Research and Assessment. The electronic version of the finished plan will be posted on the OIRA webpage under Assessment of Institutional Effectiveness.