**INSTITUTIONAL EFFECTIVENESS CALENDAR**

**Annual Improvement Process**

**JULY**

**End of Term - AUG 30**

- Results Analysis and Planning
- Faculty meetings to review/discuss Academic Program (PROGRAM) assessment results for the previous academic year and formulate action plans for the upcoming year. (Chairs/Directors and Academic Program Assessment Coordinators, Analyzed Results w/Evidence & Updated plans w/New Objectives)*
- Staff meetings to review and discuss Administrative Support Unit assessment results for the previous year and formulate action plans for the upcoming academic year. (Staff Directors and VPs, Analyzed Results w/Evidence & Updated plans w/New Objectives)*
- Review Educational (EDUC) Support Unit assessment plans for the previous year and formulate action plans for the upcoming academic year. (Dean, Chair, School Directors, Analyzed Results w/Evidence & Updated plans w/New Objectives)*
- Centers, Institutes and Specialized Testing Service Laboratories review and discuss Administrative Support Unit Assessment or Center results for the previous year and formulate actions plans for the upcoming academic year. (Center, Institute, and Lab Directors, Analyzed Results w/Evidence & Updated plans w/New Objectives)

**SEPT 1 - DEC 5**

- Core Assessment Collection and Scoring
  - Fall Term Core Assignment Collection (Select Core Courses, Statistically Valid Sample)
  - Scoring of previous Spring Term Core Assignments (Core Scoring Teams, Scored Artifacts)

**SEPT 1 - OCT 31**

- Internal Review
  - Academic Program; Educational Support Unit; Administrative Support Unit; and Centers, Institutes, and Specialized Laboratory Assessment Reports results and action plans are reviewed and comments forwarded to reporting unit point of contact. (College Assessment Review Committees, Annotated Plans)**

**NOVEMBER 1ST**

- Data Entry
  - Academic Program Assessment (PROGRAM) Results and Action Plans submitted in Nuventive Improve. (Academic Program Assessment Coordinators, Completed Nuventive Improve Data Entry)
  - Administrative Support Unit (ADMIN) Results and Action Plans submitted in Nuventive Improve (Directors and VPs, Completed Nuventive Improve Data Entry)
  - College Educational Support Unit (EDUC) and Action Plans submitted in Nuventive Improve (Center, Completed Nuventive Improve Data Entry)

**DECEMBER 10TH**

- Core Assessment Results - Analysis Publication, Collection, and Scoring
  - Publication of Previous Spring Core Assessment Results (OIE, Core Assessment Report)

**JANUARY**

- Strategic Plan Quarterly Review Presentation (OIE)

**FEB 1 - MAR 1**

- Institutional Effectiveness and Student Learning Continual Improvement Actions
  - Results and Action plans are updated in Nuventive Improve based on college and division review as required. (All, Nuventive Improve plans and results are updated)

**MARCH**

- Strategic Plan Quarterly Review Presentation (OIE)

**MAY 10**

- Core Assessment Results/Analysis Published
  - Publication of previous Fall Term Core Assessment Results (OIE, Core Assessment Report)

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**COLOR KEY**

- **Academic Schools, Departments, & Programs**
- **Administrative Divisions**
- **Colleges**
- **Centers, Institutes, and Specialized Laboratories**

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*If criterion were not met, what can be done in the upcoming AY to meet the criterion? If the criteria or criterion were met, can the objective be inactivated and a new objective be developed or activated to focus efforts on other areas for improvement?*

**This is a recommended best practice. Parenthesis include (Responsible Party, Output of Action)**