

# ANNUAL ASSESSMENT CYCLE—ACADEMIC AFFAIRS

## NOTES

Phrases in capital letters relate directly to terms in WEAVEonline®.  
If a due date falls on a Saturday or Sunday, the next weekday shall be the due date.

**Each academic-assessment cycle and related data gathering and analysis occur between June 1 and May 31 for each assessment cycle.**

## FALL

### STUDENT-LEARNING ASSESSMENT CYCLE

### ADMINISTRATIVE EFFECTIVENESS CYCLE

DATE/TYPE	PROGRAM ACTION	COMMITTEE ACTION	DATE/TYPE	OFFICE ACTION	COMMITTEE ACTION
Prior to 8/31	<p>At least one Departmental/ Program Faculty Meeting to address (based on last assessment cycle's FINDINGS and anticipated budget allocations):</p> <ol style="list-style-type: none"> <li>1) Student-learning OBJECTIVES/ OUTCOMES for current assessment cycle,</li> <li>2) Progress and completion schedules and procedures for all "planned" and "in-progress" ACTION PLANS entered in WEAVEonline,</li> <li>3) Creation/ revision of courses, master syllabi, and <b>WEAVEonline®</b> MAPPING, and</li> <li>4) Organize current assessment cycle's data collection &amp; review for MEASURES</li> </ol>	Meet with program faculty and departments if requested			

Throughout semester	Program faculty collect and submit current semester's assessment data (FINDINGS) to Department Head/program coordinator	Assistance as requested	Throughout semester	Continuous entry of FINDINGS into <b>WEAVEonline®</b> for current assessment cycle's OBJECTIVES/ OUT-COMES	Assistance as requested
Prior to 9/1		Report to Academic Affairs RE previous- assessment cycle's <b>WEAVEonline®</b> entries for FINDINGS, ACTION PLANS, ANALYSES	Prior to 9/15		Prepare compliance/quality report for Academic Affairs RE previous assessment cycle's <b>WEAVEonline®</b> entries for FINDINGS, ACTION PLANS, ANALYSES
Prior to 9/15	Based on last assessment cycle's FINDINGS and current assessment cycle's budget allocations, 1) finalize all OBJECTIVES/ OUT-COMES, MEASURES, and MAPPING in <b>WEAVEonline®</b> for current assessment cycle and 2) coordinate current assessment cycle's data collection & review for MEASURES	Assistance as requested	Prior to 9/15	Based on last assessment cycle's FINDINGS and current assessment cycle's budget allocations, 1) finalize all OBJECTIVES/ OUT-COMES and MEASURES in <b>WEAVEonline®</b> for current assessment cycle and 2) coordinate current assessment cycle's data collection & review for MEASURES	Assistance as requested
Prior to 9/30	Deans review & discuss last assessment cycle's ANNUAL REPORTS with Department Heads			Deans review & discuss last assessment cycle's ANNUAL REPORTS with Department Heads	
Prior to 10/14		Prepare compliance/quality report for Academic Affairs RE current assessment cycle's <b>WEAVEonline®</b> entries for End-of-Year Report.	Prior to 10/14	Deans enter college-level <b>WEAVEonline®</b> ANNUAL REPORTS for last assessment cycle	Prepare compliance/quality report for Academic Affairs RE current assessment cycle's <b>WEAVEonline®</b> entries for End-of-Year Report.
			10/15 <u>DUE</u>	Deans finalize entry of college-level <b>WEAVEonline®</b> ANNUAL REPORTS for last assessment cycle	
			10/15 through 10/31	Provost reviews & discusses last assessment cycle's college-level ANNUAL REPORTS with Deans	
			Prior to 11/14	University Divisions enter division-level <b>WEAVEonline®</b> ANNUAL REPORTS for last assessment cycle	

			11/15 <u>DUE</u>	University Divisions finalize entry of division-level ANNUAL REPORTS	
			Prior to 12/15	President reviews & discusses last assessment cycle's division-level ANNUAL REPORTS with Vice Presidents	
12/30	<p><b>WEAVEonline®</b> Rollover; assessment plans currently entered for this academic year automatically rollover as the assessment plans for the next academic year; after that time, any changes to this year's plan that also need to apply to next year's plan must be entered as carrying over to the next year; <b><u>any changes to current-year plans that also need to apply to future-year plans</u></b> need to be entered in the carry-over options as carrying over to the future year, and entries in drop-down menus need to be entered manually in both years. <b><u>For updates to ACTION PLANS:</u></b> Be sure to enter all updates in "Future Year" to assure rollover into future cycles.</p>		12/30	<p><b>WEAVEonline®</b> Rollover; assessment plans currently entered for this academic year automatically rollover as the assessment plans for the next academic year; after that time, any changes to this year's plan that also need to apply to next year's plan must be entered as carrying over to the next year; <b><u>any changes to current-year plans that also need to apply to future-year plans</u></b> need to be entered in the carry-over options as carrying over to the future year, and entries in drop-down menus need to be entered manually in both years. <b><u>For updates to ACTION PLANS:</u></b> Be sure to enter all updates in "Future Year" to assure rollover into future cycles.</p>	

**SPRING SCHEDULE BEGINS ON NEXT PAGE**

## SPRING

STUDENT-LEARNING ASSESSMENT CYCLE			ADMINISTRATIVE ASSESSMENT CYCLE		
DATE/TYPE	PROGRAM ACTION	COMMITTEE ACTION	DATE/TYPE	OFFICE ACTION	COMMITTEE ACTION
1/15 <u>DUE</u>	Program faculty submit to Department Heads/Program Coordinators all assessment data (FINDINGS) collected during the fall term for current assessment cycle's OBJECTIVES/OUTCOMES				
Throughout semester	Program faculty collect and submit current semester's assessment data (FINDINGS) to Department Head	Assistance as requested	Throughout semester	Continue entry of FINDINGS into <b>WEAVEonline®</b> for current assessment cycle's OBJECTIVES/ OUTCOMES	Assistance as requested
Prior to 1/19	Department/Program mid-year faculty meetings to 1) review progress toward student-learning TARGETS (found in MEASURES) and 2) modify next assessment cycle's student-learning OBJECTIVES/OUTCOMES and MEASURES, based on mid-year FINDINGS <b>AND</b> In preparation for next year's budgeting, enter into <b>WEAVEonline®</b> 1) FINDINGS to date for current assessment cycle's OBJECTIVES/ OUTCOMES and 2) related modifications for next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES	Meet with program faculty and departments if requested  Assistance as requested	Prior to 1/19	In preparation for next year's budgeting, enter into <b>WEAVEonline®</b> 1) FINDINGS to date for current assessment cycle's OBJECTIVES/ OUTCOMES and 2) related modifications for next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES	Assistance as requested

3/7 <u>DUE</u>	<p>Finalize entries in <b>WEAVE-online®</b> regarding:</p> <ol style="list-style-type: none"> <li>1) FINDINGS to date for current assessment cycle's OBJECTIVES/ OUTCOMES,</li> <li>2) modifications for FUTURE YEAR (next year's assessment cycle) OBJECTIVES/OUTCOMES, MEASURES, ACTION PLANS, COURSE MAPS, SUSTAINIBILITY MATRICES, DOCUMENT MANAGEMENT, etc., that rolled over from 2011-12 into 2012-13</li> </ol> <p><b>Be sure to:</b></p> <ol style="list-style-type: none"> <li>1) click on "Copy Associations and Connected Documents from 2011-12,"</li> <li>2) double-check that numbering of OUTCOMES / OBJECTIVES and measures is accurate</li> <li>3) update course maps and sustainability matrices for 2012-13, including reporting of findings for at least one SLO each year and for each SLO at least twice in each five-year period.</li> </ol>		3/7 <u>DUE</u>	<p>In response to budget discussions, finalize entries in <b>WEAVEonline®</b> regarding 1) FINDINGS to date for current assessment cycle's OBJECTIVES/ OUTCOMES, 2) related modifications for next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES, and 3) any changes to OBJECTIVES/ OUTCOMES and MEASURES rolled over into next assessment cycle</p>	
3/7 through 3/21		Complete first-round review forms for 2012-13 and forward them to second-round reviewers	3/1 through 3/21		Complete first-round review forms for 2012-13 and forward them to second-round reviewers
3/21 through 3/29		Complete second-round review forms for 2012-13 and return them to first-round reviewers	3/21 through 3/29		Complete second-round review forms for 2012-13 and return them to first-round reviewers
3/29 <u>DUE</u>		Upload all review forms for	3/29 <u>DUE</u>		Upload all review forms for

		next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES and notify all programs of needed changes			next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES and notify all programs of needed changes
Prior to 5/1	Based on AAC reviews, enter into <b>WEAVEonline®</b> revisions to next assessment cycle		Prior to 5/1	Based on AAC reviews, enter into <b>WEAVEonline®</b> revisions to next assessment cycle	
5/1 <u>DUE</u>	Report to AAC College Faculty Representative any revisions completed in response to AAC review of FUTURE YEAR assessment cycle		5/1 <u>DUE</u>	Report to AAC College Department-Head Representative any revisions completed for FUTURE YEAR assessment cycle	
5/15 <u>DUE</u>	Program faculty submit to Department Head/program coordinator all assessment data (FINDINGS) collected during the spring term for current assessment cycle's OBJECTIVES/OUTCOMES				
Prior to 5/25	Department/Program End-of-Year faculty meeting regarding newly ended assessment cycle, to 1) discuss FINDINGS for current assessment cycle, 2) determine related ACTION PLANS for improvement of each academic program (including resource/ budget allocations required), 3) discuss conclusions for each programs' ANALYSES in <b>WEAVEonline®</b> <b>and</b> 4) discuss any final modifications needed in student-learning OBJECTIVES/ OUTCOMES, MEASURES, CURRICULUM MAPPING, SUSTAINABILITY PLANS, course designs, and master syllabi for next assessment cycle	Meet with program faculty and departments if requested  Assistance as requested	Prior to 5/25	Unit End-of-Year discussions regarding newly ended assessment cycle, to 1) discuss FINDINGS for current assessment cycle, 2) determine related ACTION PLANS for unit improvement (including any resource/ budget allocations required), 3) discuss conclusions for unit's ANALYSES in <b>WEAVEonline®</b> , <b>and</b> 4) discuss any final modifications needed in unit OBJECTIVES/OUTCOMES and MEASURES for next assessment cycle	Meet with budget units if requested  Assistance as Requested

5/31 <u>DUE</u>	For the newly ended assessment cycle, final entry into <b>WEAVEonline®</b> 1) FINDINGS and 2) related ACTION PLANS for academic-program improvement (including any resource/budget allocations required)		5/31 <u>DUE</u>	For the newly ended assessment cycle, final entry into <b>WEAVEonline®</b> of 1) FINDINGS and 2) related ACTION PLANS for unit improvement (including any resource/budget allocations required),	
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**SUMMER SCHEDULE BEGINS ON NEXT PAGE**

## SUMMER

STUDENT-LEARNING ASSESSMENT CYCLE			ADMINISTRATIVE ASSESSMENT CYCLE		
DATE/TYPE	PROGRAM ACTION	COMMITTEE ACTION	DATE/TYPE	OFFICE ACTION	COMMITTEE ACTION
6-1 <u>DUE</u>	Begin data collection for next assessment cycle's OBJECTIVES/ OUTCOMES, entering FINDINGS into <b>WEAVE-online®</b> as they become available	Assistance as requested	6/1	Begin data collection for next assessment cycle's OBJECTIVES/ OUTCOMES, entering FINDINGS into <b>WEAVE-online®</b> as they become available	Assistance as requested
Prior to 6/15	Based on End-of-Year Department/Program discussions, complete entry into <b>WEAVEonline®</b> for: 1) ANALYSIS for the newly ended assessment cycle, 2) any modifications for next assessment cycle's OBJECTIVES/ OUTCOMES, MEASURES, COURSE MAPPING, and/or SUSTAINABILITY PLANS 3) any new OBJECTIVES/ OUTCOMES for next assessment cycle, based on ACTION PLANS entered for the newly ended assessment cycle (including those requiring budget)	Assistance as requested	Prior to 6/15	Based on End-of-Year Unit discussions, complete entry into <b>WEAVEonline®</b> for: 1) ANALYSIS for the newly ended assessment cycle, 2) any modifications for next assessment cycle's OBJECTIVES/ OUTCOMES and MEASURES, and 3) any new OBJECTIVES/ OUTCOMES for next assessment cycle, based on ACTION PLANS entered for the newly ended assessment cycle (including those requiring budget allocations)	Assistance as requested
6/15 through 6/30		AAC representatives check for completion of FINDINGS, ACTION PLANS, and ANALYSIS and post completed review sheet on each program's WEAVE Document Management page, then provide email feedback to Dean and to Pro-	6/15 through 6/30		AAC representatives check for completion of FINDINGS, ACTION PLANS, and ANALYSIS and post completed review sheet on each unit's WEAVE Document Management page, then provide email feedback to Dean and to Unit and Depart-



		gram Coordinators and Department Heads, and copy to Director of Assessment			ment Heads, and copy to Director of Assessment
7/1 through 7/15	Deans review and discuss ACTION PLANS & ANALYSES with Academic-Department Heads, and deans upload corresponding ACTION PLAN & ANALYSIS review forms to each academic program's Document Management section in <b>WEAVEonline®</b>	Assistance as requested	7/1 through 7/15	Deans review and discuss ACTION PLANS & ANALYSES with Budget-Unit Heads, providing final information needed for 8/1 completion of Unit ANNUAL REPORTS, and deans upload corresponding ACTION PLAN & ANALYSIS review forms to each budget unit's Document Management section in <b>WEAVEonline®</b>	Assistance as requested
7/15 through 7/31		Complete End-of-Year Report forms for each Academic Program	7/15 through 7/31		Complete End-of-Year Report forms for each Unit
			Prior to 7/31	Enter <b>WEAVEonline®</b> ANNUAL REPORTS for last assessment cycle	Assistance as Requested
8/1 <u>DUE</u>		Upload completed End-of-Year Report forms to each academic program's Document Management section in WEAVE, then notify each program's WEAVE faculty, Department Head, Dean, and Director of Assessment, for reporting to the Provost	8/1 <u>DUE</u>	Unit Heads finalize entry of <b>WEAVEonline®</b> ANNUAL REPORTS for last assessment cycle	Upload completed End-of-Year Report forms to each budget unit's Document Management section in WEAVE, then notify each Unit Head, Dean, and Director of Assessment, for reporting to the Provost  Assistance as requested
			8/1 through 8/10		Check for completion of Budget Units' ANNUAL REPORTS, record same on Annual Report Check Form, then provide feedback to Dean and Unit Heads, copy to Director of Assessment, and upload
			8/10 <u>DUE</u>		Send Annual Report Check Form to Deans, Academic Affairs AVPs and Director of Assessment, and upload to Deans'/AVPs' WEAVE Document Management files

8/15 <u>DUE</u>	Program faculty submit to Department Heads/Program Coordinators all assessment data (FINDINGS) collected during the summer for the next assessment cycle's OBJECTIVES/OUTCOMES				
Prior to 8/31	<p>At least one Departmental/ Program Faculty Meeting to address (based on last assessment cycle's FINDINGS and anticipated budget allocations):</p> <ol style="list-style-type: none"> <li>1) Student-learning OBJECTIVES/OUTCOMES for current assessment cycle</li> <li>2) Creation/revision of courses, master syllabi, course mapping, and sustainability matrices (load into <b>WEAVE-online®</b>)</li> <li>3) 3) organize current assessment cycle's responsibilities and data collection for MEASURES</li> </ol>	Meet with program faculty and departments if requested			