

ANNUAL ASSESSMENT CYCLE

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.
 Assessment data collection occurs 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	At least one Departmental/ Program Faculty Meeting to address (based on last assessment cycle's FINDINGS and anticipated budget allocations): 1) Student-learning OBJECTIVES/ OUTCOMES for current assessment cycle, 2) Progress and completion schedules and procedures for all "planned" and "in-progress" ACTION PLANS entered in WEAVEonline, 3) Creation/ revision of courses, master syllabi, and WEAVEonline® MAPPING, and 4) Organize current assessment cycle's data collection & review for MEASURES	Meet with program faculty and departments if requested			
Throughout semester	Program faculty collect and submit current semester's assessment data (FIND-	Assistance as requested	Throughout semester	Continuous entry of FINDINGS into WEAVEonline® for current assessment cy-	Assistance as requested

	INGS) to department chair			cle's OBJECTIVES/ OUT-COMES	
Prior to 9/1		Report to Academic Affairs RE previous- assessment cycle's WEAVEonline® entries for FINDINGS, ACTION PLANS, ANALYSES	Prior to 9/15		Prepare compliance/quality report for Academic Affairs RE previous assessment cycle's WEAVEonline® 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 WEAVEonline® 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 WEAVEonline® 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 WEAVEonline® entries for End-of-Year Report.	Prior to 10/14	Deans enter college-level WEAVEonline® ANNUAL REPORTS for last assessment cycle	Prepare compliance/quality report for Academic Affairs RE current assessment cycle's WEAVEonline® entries for End-of-Year Report.
			10/15 <u>DUE</u>	Deans finalize entry of college-level WEAVEonline® 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 WEAVEonline® ANNUAL REPORTS for last assessment cycle	
			11/15 <u>DUE</u>	University Divisions finalize entry of division-level ANNU-	

				AL REPORTS	
			Prior to 12/15	President reviews & discusses last assessment cycle's division-level ANNUAL REPORTS with Vice Presidents	
12/30	WEAVEonline® 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; <u>any changes to current-year plans that also need to apply to future-year plans</u> 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. <u>For updates to ACTION PLANS:</u> Be sure to enter all updates in "Future Year" to assure they rollover in the future.		12/30	WEAVEonline® 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; <u>any changes to current-year plans that also need to apply to future-year plans</u> 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. <u>For updates to ACTION PLANS:</u> Be sure to enter all updates in "Future Year" to assure they rollover in the future.	

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 as-				

	assessment cycle's OBJECTIVES/OUTCOMES				
Throughout semester	Program faculty collect and submit current semester's assessment data (FINDINGS) to department chair	Assistance as requested	Throughout semester	Continue entry of FINDINGS into WEAVEonline® for current assessment cycle's OBJECTIVES/ OUTCOMES	Assistance as requested
Prior to 1/19	Departmental mid-year faculty meetings to 1) review progress toward TARGETS (found in MEASURES) for student learning and 2) modify next assessment cycle's student-learning OBJECTIVES/OUTCOMES and MEASURES, based on mid-year FINDINGS AND In preparation for next year's budgeting, enter into WEAVEonline® 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 WEAVEonline® 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>	Finalize entries in WEAVEonline® regarding: 1) FINDINGS to date for current assessment cycle's OBJECTIVES/ OUTCOMES, 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		3/7 <u>DUE</u>	In response to budget discussions, finalize entries in WEAVEonline® 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><u>Be sure to:</u></p> <ol style="list-style-type: none"> 1) click on “Copy Associations and Connected Documents from 2011-12,” 2) double-check that numbering of OUTCOMES / OBJECTIVES and measures is accurate 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 <u>at least twice</u> in each five-year period. 				
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 next assessment cycle's OBJECTIVES/OUTCOMES and MEASURES and notify all programs of needed changes	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
Prior to 5/1	Based on AAC reviews, enter into WEAVEonline ® revisions to next assessment cycle		Prior to 5/1	Based on AAC reviews, enter into WEAVEonline ® 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 Heads/Program Coordinators 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 WEAVEonline® and 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 WEAVEonline® , and 4) discuss any final modifications needed in unit OBJECTIVES/OUTCOMES and MEASURES for next assessment cycle	Assistance as Requested
5/31 <u>DUE</u>	For the newly ended assessment cycle, final entry into WEAVEonline® 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 WEAVEonline® of 1) FINDINGS and 2) related ACTION PLANS for unit improvement (including any resource/ budget allocations required),	

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 WEAVE-online® as they become available	Assistance as requested	6/1	Begin data collection for next assessment cycle's OBJECTIVES/ OUTCOMES, entering FINDINGS into WEAVE-online® as they become available	Assistance as requested
Prior to 6/15	Based on End-of-Year Department/Program discussions, complete entry into WEAVE-online® 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 WEAVEonline® 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		Check for completion of FINDINGS, ACTION PLANS, and ANALYSIS, then provide feedback to Dean, to Program Coordinators and Department Heads, and copy to Director of Assessment	6/15 through 6/30		Check for completion of FINDINGS, ACTION PLANS, AND ANALYSIS, then provide feedback to Dean, to Program Coordinators and Unit Heads, and copy to Director of Assessment
7/1 through	Deans review and discuss ACTION PLANS & ANALYSES	Assistance as requested	7/1 through	Deans review and discuss ACTION PLANS & ANAL-	Assistance as requested

7/15	with Department Heads and upload reviews to each program's Document Repository in WEAVEonline®		7/15	YSES with Unit Heads, providing final information needed for 8/1 completion of Unit ANNUAL REPORTS, and upload reviews to each budget unit's Document Repository in WEAVEonline®	
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 WEAVEonline® ANNUAL REPORTS for last assessment cycle	Assistance as Requested
8/1 <u>DUE</u>		Submit End-of-Year Report forms for all Academic Programs to the Director of Assessment, for reporting to the Provost, and upload reviews to each program's Document Repository	8/1 <u>DUE</u>		Submit End-of-Year Report forms for all Units to the Director of Assessment, for reporting to the Provost, and upload reviews to each program's Document Repository
			8/1 <u>DUE</u>	Unit Heads finalize entry of WEAVEonline® ANNUAL REPORTS for last assessment cycle	Assistance as requested
			8/1 through 8/10		Check for completion of ANNUAL REPORTS
			8/10 <u>DUE</u>		Send ANNUAL REPORT completion email to Deans, Academic Affairs AVPs, and Director of Assessment, and upload copy of that email 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	At least one Departmental/Program Faculty Meeting to	Meet with program faculty and departments if requested			

	<p>address (based on last assessment cycle's FINDINGS and anticipated budget allocations):</p> <ol style="list-style-type: none">1) Student-learning OBJECTIVES/OUTCOMES for current assessment cycle2) Creation/revision of courses, master syllabi, course mapping, and sustainability matrices (load into WEAVEonline®)3) 3) organize current assessment cycle's responsibilities and data collection for MEASURES				
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