

University Planning and Assessment Important Dates for 2019-2020

September 30, 2019 **2019-2020 Administrative Outcomes and Methods of Assessment Revised by Department Directors**

All administrative departments have the opportunity to modify their mission, outcomes, and the methods of assessment. As the 2019-2020 assessment of outcomes begins, University Planning and Assessment assists in creating plans for improvement.

October 15, 2019 **2019-2020 Administrative Outcomes and Methods of Assessment Revisions Reviewed and Approved by Unit Heads**

Administrative departments submit 2019-2020 mission, outcomes, and methods of assessment revisions to their unit head for review and approval.

October 20, 2019 **2019-2020 Administrative Outcomes Audited by University Planning and Assessment**

Following unit head approval, director of University Planning and Assessment audits mission statement, outcomes, and methods of assessment and makes recommendations to unit heads/vice presidents.

October 31, 2019 **2019-2020 Administrative Outcomes and Methods of Assessment Audits and Revisions Reviewed and Approved by Vice Presidents**

Following unit head approval and completion of audit reports of outcomes and assessment methods, vice presidents review audit results and approve outcomes and methods of assessment. Following outcomes approval, University Planning and Assessment assists departments in developing and implementing assessment methods.

December 20, 2019 **2018-2019 Annual University Plan Progress Review Due to University Planning and Assessment**

Divisions, colleges, and designated departments submit annual progress reports towards 2017-2023 University Strategic Plan to University Planning and Assessment.

January 17, 2020

2018-2019 University Plan Progress Report Completed

University Planning and Assessment submits progress report to the President's Cabinet for approval. The report is then placed on the University Plan website for view by the university community.

May 15, 2020

2019-2020 Administrative Outcomes Results, Action Plans, and Evidence of Improvement Reported by Department Directors

All administrative departments report outcomes results, develop action plans for further improvement, and provide evidence of service improvement.

June 1, 2020

2019-2020 Administrative Outcomes Assessment Results from Reporting Departments are Reviewed and Approved by Unit Heads.

Administrative departments submit 2019-2020 assessment results to their unit head for review and approval.

June 8, 2020

2019-2020 Administrative Outcomes Assessment Results Audited by University Planning and Assessment

Following unit head approval, director of University Planning and Assessment audits results, action plans, and evidence of improvement and makes recommendations to unit heads/vice presidents.

June 15, 2020

2019-2020 Administrative Outcomes Assessment Results and Audits Reviewed and Approved by Vice Presidents

Following unit head approval and completion of audit reports of results, action plans, and evidence of improvement, vice presidents review audit results and approve results reports.