

Annual Assessment Reporting occurs August 1st through July 31st each academic year in four distinct phases: Plan, Do, Check, and Act.

Assessment coordinators are encouraged to work on reports throughout the academic year and after the assessment cycle is complete if some data is only available after the July 31st deadline. Editing continues to be available for all current and previous academic years on an ongoing basis—you will never be locked out of a report.

Important Notes:

1. **All academic programs** must have a distinct mission statement, including programs that are essentially the same but award either a BA/BS, MA/MS, or earn an MA *en route* to PhD.
2. **All degree programs** are required to establish at least four (4) Student Learning Outcomes (SLOs) *formerly known as Program Student Learning Outcomes (PLOs)*. **Certificate/Diploma** programs are required to establish at least two (2) SLOs.
 - a. Each degree program should assess at least two (2) SLOs per year and assess all outcomes at least twice in five years.
 - b. For undergraduate programs, one of the four (4) SLOs must address Writing in the Major (WIM).
 - c. Each certificate/diploma program should assess at least one (1) SLO per year and assess all SLOs at least twice in five years.
3. **Any new or existing program** that has zero students enrolled or is scheduled for discontinuation in an upcoming academic year is still required to submit an annual assessment report. See the [Zero Enrollment/Discontinuing Programs](#) sample.

Feedback, Review, Debriefing, and Revision of Annual Assessment Report occurs from August 1st through May 31st of the following academic year to reinforce continuous improvement efforts.

Institutional Effectiveness (IE) is responsible for collecting annual assessment reports from over 300 academic programs and over 100 administrative and academic support units. Given the number of reports gathered, roughly half of each will be selected each year to receive annotated feedback. Selection is based on the previous year's scored report and/or when scoring last occurred.

Important Notes:

1. A list of incomplete reports is provided to the Provost and Deans of the College and Schools on August 1st annually.
2. To submit curricular change proposals to the [Educational Programs Committee \(EPC\)](#), all programs within the College or Schools must be compliant. The College (by division) or School will be put on a temporary moratorium until such time as all programs are compliant with annual reporting requirements.

Annual Assessment Report Timeline: Academic Programs

Phase	Description	Anthology Planning Template	Template Steps to Complete
Plan (August – October)	Review and/or update program mission statement, student learning outcomes and their associated measures and targets.	<ol style="list-style-type: none"> 1. Mission Statement 2. Student Learning Outcomes (SLOs) 	<ol style="list-style-type: none"> 1. All fields. 2. Steps 1A – 3A and Progress (change status to <i>In Progress</i> once initial review is complete)
Do (all year)	Collect data for the student learning outcomes being evaluated.	Not Applicable	Not Applicable
Check (January and June)	Review results and reflect on findings for the student learning outcomes being evaluated.	<ol style="list-style-type: none"> 1. Student Learning Outcomes (SLOs) 	<ol style="list-style-type: none"> 1. Steps 4A – 4C
Act (May – July)	Establish and implement action plans for unmet targets and provide a status update on the previous year's action plan(s). If all targets are met, establish at least one action plan for one of the outcomes.	<ol style="list-style-type: none"> 1. Student Learning Outcomes (SLOs) 	<ol style="list-style-type: none"> 1. Steps 5A – 6B and Progress (change status from <i>In Progress</i> to <i>Complete</i> when SLO reporting is finalized)
Feedback (August – October)	The Office of Institutional Effectiveness (IE) reviews and provides annotated feedback for selected academic programs. This feedback will be included in the Assessment Plan & Report Feedback template in Planning along with a copy of the scoring rubric.		
Review (November – December)	Academic programs review annotated feedback to prepare for required spring debriefing sessions. Registration for debriefing sessions should be available by mid-November.		
December 31	The Office of Institutional Effectiveness (IE) activates an Educational Program Committee (EPC) Curricular Change Moratorium at the College (by division) and School level for all noncompliant programs.		
Debrief (January – March)	The Office of Institutional Effectiveness (IE) meets with selected academic programs to discuss feedback.		
Revise (January – May)	Academic programs revise the previous year's assessment report and upcoming assessment report based on annotated feedback and debriefing discussion.		