

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

Assessment personnel 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 support units** must have a distinct mission statement.
2. **All support units** must establish at least three (3) unit goals.

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.

The Office of Institutional Effectiveness (IE) is responsible for collecting annual assessment reports from over 100 administrative and academic support units. Roughly half 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 or the VP of your unit on August 1st annually.

**Annual Assessment Report Timeline
Administrative and Academic Support Units**

Phase	Description	Anthology Planning Template	Template Steps to Complete
Plan (August – October)	Review and/or update support unit mission statement, unit goals, and their associated measures and targets.	1. Mission Statement 2. Unit Goals (UGs)	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 unit goals being evaluated.	Not Applicable	Not Applicable
Check (January and June)	Review results and reflect on findings for the unit goals being evaluated.	1. Unit Goals (UGs)	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 goals.	1. Unit Goals (UGs)	1. Steps 5A – 6B and Progress (change status from <i>In Progress</i> to <i>Complete</i> when UG reporting is finalized)
Feedback (August – October)	The Office of Institutional Effectiveness (IE) reviews and provides annotated feedback for selected administrative and academic support units. 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)	Administrative and academic support units review annotated feedback to prepare for the required spring debriefing sessions. Registration for debriefing sessions should be available by mid-November.		
Debrief (January – February)	The Office of Institutional Effectiveness (IE) meets with selected administrative and academic support units to discuss feedback.		
Revise (January – May)	Administrative and academic support units revise the previous year's assessment report and upcoming assessment report based on annotated feedback and debriefing discussion.		