

Annual Planning and Assessment Timeline

- **September:** Unit Leads (Admissions, Athletics, etc.) and Program Coordinators (History, Biology, Exercise Science, etc.) to ensure “SMART” objectives and goals are entered into Compliance Assist Planning and/or compiled on rubric filed with Institutional Research and Assessment Coordinator for upcoming academic year.
- **October - April:** Unit Leads and Program Coordinators ensure measures are implemented and data collected, as appropriate, ensuring trends are noted and data is disaggregated by location.
- **April - May:** Unit Leads and Program Coordinators to report on data, following check-list, for previous semesters (Summer, Fall, and Spring; ex. 2020-21 Planning would include Summer '20, Fall '20, and Spring '21). Continuous improvements identified for assessment process and for activity, based on assessment of data collected. Emphasis should be placed on measures not met.
- **May:** Institutional Research and Assessment Coordinator to review submissions, quantitatively, to ensure completion of all areas. Any area needing additional time should contact Institutional Research and Assessment Coordinator, as well as note that collection is on-going in Compliance Assist Planning. Due date for data entry is the end of May.
- **June:** Institutional Research and Assessment Coordinator to contact any area not completed. Meetings will be established with area to ensure completion.
- **July:** Institutional Research and Assessment Coordinator begin qualitative review of areas, ensuring “SMART” rubrics are used.
- **August:** Sample of Assessment Plans compiled for Assessment Committee to review
- **September:** Feedback from Assessment Plan review distributed to areas, to ensure “SMART” objectives and goals are entered into Compliance Assist Planning.

Due dates:

1. **April 19, 2019:** All 2018-19 planning documents, noted below, need to be validated in **Compliance Assist: Planning** (and/or entered)
 - a. 2018-19 Area Objectives
 - i. Ensure your 2018-19 *intended outcomes, assessment measures* and *criteria for success* are entered and validated.
 - b. Support of King Mission Statement section (one statement needed per area)
 - i. Ensure you have included a statement of how your area supports King's mission
2. **May 31, 2019:** All 2018-19 planning outcomes, noted below, need to be completed in **Compliance Assist: Planning**
 - a. Area objectives and measures assessment
Note: If one or more of your area objectives cannot be assessed by May 31, 2019, please note this in the "X.b Summary of Assessment Data Collected" measure box and give an appropriate date of when the results will be assessed.