Annual Planning and Assessment Timeline

July-September: Department Leads (Admissions, Athletics, etc.) and Program Coordinators (History, Biology, Exercise Science, etc.) to ensure Outcomes are entered into Weave and/or compiled on rubric filed with Director of Institutional Research and Assessment for upcoming academic year. This serves as the "Plan" for the upcoming Annual Planning and Assessment Process.

June: Director of Institutional Research and Assessment to review submissions ensuring completion of all areas. Any area needing additional time should contact Director of Institutional Research and Assessment, as well as note that collection is on-going in Weave. Due date for data entry is determined year-to-year, but is typically mid-June.

October - April: Department Leads and Program Coordinators ensure Measures are implemented and data is collected, as appropriate, ensuring trends are noted and data is disaggregated by location/modality.

July: Director of Institutional Research and Assessment to contact any area not completed. Meetings will be established with area to ensure completion.

May - June: Department Leads and Program Coordinators to report on data, following check-list, for previous semesters (Summer, Fall, and Spring; ex. 2024-25 Planning would include Summer '24, Fall '24, and Spring '25). **Continuous improvements should be identified for assessment process and for activity, based on assessment of data collected**. Emphasis should be placed on Measures not met.

Assessment Committee's Role:
December: Sample of Assessment Plans compiled for Assessment Committee's review.

April: Feedback on Assessment Reports provided to areas, to ensure improvements are entered into Weave for upcoming planning cycle.