



Program-Level Assessment Plan Review and Revision Submission Timeline and Process

January 15	<p>A call goes out from VPAA to faculty with the notice to review Program Learning Assessment Plans (PLAPs) and revise if necessary. Important Note: <u>Not all assessment plans will require modifications or revisions.</u> Faculty, assessment coordinator, and dean will collaborate to identify possible revisions to assessment plans.</p> <p><i>Purpose: To ensure a continuous cycle of assessment plan review and, as necessary, modifications.</i></p>
March 1	<p>Revised PLAPs will be submitted to and reviewed by the dean and assessment coordinator for review and approval by the dean. The dean will utilize the PLAP evaluation rubric to score PLAPs.</p> <p><i>Purpose: To support collaboration between faculty, dean, and assessment coordinator to ensure multiple points of feedback.</i></p>
March 15	<p>Revised PLAPs will be submitted to the VPAA by the dean for input and feedback.</p> <p><i>Purpose: To provide general guidance and feedback and to identify common themes and internal trends and challenges regarding program-level assessment.</i></p>
April 1	<p>VPAA will respond with feedback to the dean and the program faculty (and copy the Assessment Liaison Committee). The VPAA will utilize the PLAP evaluation rubric.</p> <p><i>Purpose: Close the feedback loop.</i></p>
May 1	<p>Final PLAP approved by the VPAA; program faculty and dean informed.</p> <p><i>Purpose: To lock in the following year assessment plans.</i></p>

Data Reporting

January 15	<p>School Assessment Coordinators will issue a call to report fall semester data as per the PLAPs for uploading into <i>Taskstream</i> or other data management system.</p> <p><i>Purpose: To ensure the continuous reporting and centralize the collection of data.</i></p>
May 7	<p>School Assessment Coordinator will issue a call to report spring semester data as per the PLAPs for uploading into <i>Taskstream</i> or other data management system.</p> <p><i>Purpose: Purpose: To ensure the continuous reporting and centralize the collection of data.</i></p>