INSTITUTIONAL ASSESSMENT, PLANNING & EFFECTIVENESS

Assessment Plan due dates and relevant notes.

Reporting Cycle	√	Action to be completed	Due Date	Comments/Responsible Party
3-year Cycles: **2016-2019** **2017-2020** **Etc.**		**Goals, Learning Objectives/ Outcomes, Metrics, Targets established.**	**August 1st-August 30th** (This is done at the beginning of the 3-year cycle: 2016-2019 cycle references Fall 2016 to Summer 2019) *Note: July should begin preparation of reviewing department mission statement and assessment plan Goals. Make sure all Goals align with University 5 Priorities.*	• **Goals, Learning Objectives/Outcomes, Metrics, Targets** should be established by the department prior to the start of the Academic Year. • The Word or PDF assessment template provided by The Office of Institutional Assessment, Planning & Effectiveness (IAPE) should be used to input the **Goals, Mission, Learning Objectives/Outcomes, Metrics, Targets**. Templates are available online (Click here to access template). • In order to comply with the **August 1st** deadline if you need assistance developing your **Goals, Learning Objectives/Outcomes, Metrics, Targets** contact IAPE to schedule a meeting prior to the due date. • Departmental Assessment Coordinators works with their areas to facilitate this process. • A plan for collecting documentation for **Findings** should be established by the department to ensure **Reference Documents** will be available. Reference documents will be needed to support the subsequent **Findings** (Click here to access a sample reference document). • The assessment plans should be emailed to assessment@tsu.edu by the Departmental Assessment Coordinators. IAPE will review the plans and provide relevant feedback for any needed updates.

If the above referenced date falls on the weekend, the due day will be the Monday that follows. **Revised Jan. 2017**

Reporting Cycle	√	Action to be completed	Due Date	Comments/Responsible Party
		Findings and Action Plans for the Learning Objectives/ Outcomes updated.	**June 1st** (**Note:** *This is done annually. It is recommended that the departments meet in February to review their assessment plans and outcomes to-date. This will assist the VPs or equivalents of your areas in completing their Strategic Plan Mid-Year Progress reports which are due Feb 15th)*	• **Findings and Action Plans** should be completed after the outcomes are available, for most this will be the culmination of the Spring Semester. Assessment **Findings and Action Plans are due annually.** If you have **Findings** available at the end of the Fall semester they me updated in the assessment template accordingly. • If you have **Findings** that will not be available until the end of the Summer, **in the Findings note: Findings In Progress, will be available (Specify the Month and Year)** • **Action Plans** are ALWAYS required, even if you meet your **Target. The Action Plans should relate to what has been reported as a Finding.**

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Reporting Cycle	√	Action to be completed	Due Date	Comments/Responsible Party
		During the last year of the 3-year cycle. The departments prepare to finalize their assessment plans into Xitracs (the Assessment Software) Click here to learn more about Xitracs)	**July 15th** (**Note:** Final Assessment Plans should be entered into Xitracs, not working drafts)	• No later than April 1st of the last year of the reporting cycle, IAPE will have each Academic Area, Support Unit & Administrative Unit blank assessment template available in Xitracs. The department's copy the content from the Word/PDF template and paste the content into Xitracs. • **Reference Documents** should also be uploaded by the departments into Xitracs. • If the **Finding** of the specific Outcome/Objective is not complete by the due date, departments should enter a **Findings In Progress, will be available (Specify the Month and Year)**

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