

# Office of Institutional Effectiveness

## UHCL Assessment Review Process

Each year the Office of Institutional Effectiveness (OIE) completes a review, or meta-assessment, of all assessment plans submitted by academic programs and support units. Meta-assessment takes place during the month of November. OIE reviews all completed and submitted assessment plans and provides feedback to plan primary contacts, program chairs, and department heads.

If need be, an academic program or support unit's primary contact can make revisions as requested by OIE or adjustments they deem appropriate after receiving feedback. All such changes to a plan must occur prior to December 31.

In January OIE submits a formal Assessment Plan Review Report for each school and division to appropriate administrators, including: Deans/Associate Deans for each school; Associate Vice President of each division; and Provost, Vice President, and President for all schools and divisions.

When conducting a review, OIE staff use a standard Assessment Review Rubric to determine a plan's rating. Possible rating are: Needs Improvement (1), Acceptable (2), or Very Good (3). In addition to a rating for each section of an assessment plan, comments and suggestions for improvement as well as notations for exemplary work are included.

For more information, including the Assessment Review Rubric used to review assessment plans and the full Assessment Timeline (including all deadlines for academic programs/support units), please visit the assessment resources page of OIE's website: [www.uhcl.com/institutional-effectiveness](http://www.uhcl.com/institutional-effectiveness).

### Meta-Assessment Dates

November 1-30	<p><b>Office of Institutional Effectiveness</b></p> <ul style="list-style-type: none"><li>Review Y1 and Y2 assessment plans using rubrics in assessment system</li><li>Work with plan owners to improve plans as needed to meet best practices and UHCL assessment standards.</li></ul> <p><b>Academic Programs/Support Units</b></p> <ul style="list-style-type: none"><li>Revise Y1 and Y2 assessment plans as needed.</li></ul>
December 15	<p><b>Academic Programs/Support Units</b></p> <ul style="list-style-type: none"><li>Submit Funding Request Form to Dean/Division if new funding is needed for FY3 assessment plan. Date is set by Budget Office; see <a href="http://prtl.uhcl.edu/budget/planning-and-budget-cycle">http://prtl.uhcl.edu/budget/planning-and-budget-cycle</a> for details.</li></ul>
January 15	<p><b>Office of Institutional Effectiveness</b></p> <ul style="list-style-type: none"><li>Provide Assessment Plan Review Reports to Deans/AVPs/Provost, and appropriate administrators, indicating overall status and evaluation of completed Y1 assessment plans and initiated Y2 plans.</li></ul> <p><b>Schools/Divisions</b></p> <ul style="list-style-type: none"><li>Submit funding requests to components. Date is set by Budget Office; see <a href="http://prtl.uhcl.edu/budget/planning-and-budget-cycle">http://prtl.uhcl.edu/budget/planning-and-budget-cycle</a> for details.</li></ul>