

# University of Houston Clear Lake

## Academic Planning and Assessment

### UHCL Assessment Schedule/Cycle Academic Year 2022-2023

#### August 2022-October 2022

##### Programs/Units

- Gather assessment data on the past academic year's outcomes: 2021-2022
- Interpret findings, summarize results, and develop action plan
- Report Results and Action Plan/Use of Results in assessment forms
- Use assessment results to improve assessment plan for new academic year: 2022-2023
- Update/modify Outcomes and Methods/Criteria for Success new academic year: 2022-2023

#### September 2022-October 2022

##### Academic Planning and Assessment (APA)

- Director will report bi-monthly status updates of all assessment plans to the
  - Sr. VP Academic Affairs/Provost, Sr. Assoc. VP/CIO and Assoc. VP Academic Affairs
  - All VPs and Deans

#### October 2022

##### Assessment Liaison/Supervisor Review

- Review assessment plans with programs/units
- Provide feedback to programs/units
- Approve plans for submission to Academic Planning and Assessment in Institutional Effectiveness
- Assessment Liaison/Supervisor and program/unit Contact will fill out UHCL Assessment Consent Form

##### Programs/Units Contact

*The following are due October 15 to Academic Planning and Assessment at [Assessment@uhcl.edu](mailto:Assessment@uhcl.edu):*

- Submit completed 2022-2022 assessment plan forms
  - Submit Results
  - Submit Action Plan/Use of Results
- Submit 2022-2023 assessment plan for current year
  - Submit Mission Statement (only if you have revised or created new mission statement)
  - Submit Outcomes (only if you have revised or created new outcomes)
  - Submit Tier 2 Strategic Plan Objectives to which each outcome is mapped to
  - Submit Methods and Criteria for Success, 2022-2023
- Submit signed and approved Program/Unit Assessment Consent Form

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### November 2022-December 2022

#### Academic Planning and Assessment

- Review 2021-2022 Results and Use of Results and 2022-2023 Methods/Criteria for Success using defined/established rubrics
- Work with plan owners to improve plans as needed to meet SACSCOC's Principles of Accreditations and UHCL Assessment standards

#### Programs/Units

- After review by the OAA, revise 2021-2022 and 2022-2023 assessment plans as needed

### January 2023

#### Academic Planning and Assessment

- Provides Assessment Plan Review Reports to Deans/AVPs/Provost, Division Chairs and appropriate administrators, indicating overall status and evaluation of completed 2022-2022 assessment plans and 2022-2023 new/revised plans