

Assessment Calendar 2017-2018

May 1 - October 30	<p>Programs/Units</p> <ul style="list-style-type: none"> • Conduct assessment on past year’s outcomes for 2016-17. • Interpret findings, summarize results, and develop action plan. • Enter <i>Results</i> and <i>Action Plan/Use of Results</i> in AMS for 2016-2017. • Use assessment results to improve plan. • Update/modify <i>Outcomes</i> and <i>Methods/Criteria for Success</i> for current academic year -2017-18.
September 1-30	<p>Supervisor Review*</p> <ul style="list-style-type: none"> • Review assessment plans with programs and units. • Provide feedback. • Approve plans for submission to OIE. <p>*New step this year. Assessment Liaisons/Supervisors/Department Chairs/AVPs should determine the method and timeline of supervisor review within their own areas so that all plans are finalized and ready for submission to OIE on October 31.</p>
October 31	<p>Programs/Units</p> <ul style="list-style-type: none"> • Submit completed 2016-17 assessment plan in AMS. <ul style="list-style-type: none"> ○ Submit <i>Results</i>. ○ Submit <i>Action Plan/Use of Results</i>. • Submit 2017-18 assessment plan for current year. <ul style="list-style-type: none"> ○ Submit <i>Outcomes</i> (<i>only if you have revised or created new outcomes</i>). ○ Submit <i>Methods/Criteria for Success</i>.
November 1-30	<p>Office of Planning and Assessment</p> <ul style="list-style-type: none"> • Reviews 2016-17 and 2017-18 assessment plans using rubrics in AMS system. • Works with plan owners to improve plans as needed to meet best practices and UHCL assessment standards. <p>Programs/Units</p> <ul style="list-style-type: none"> • After review by the Office of Planning and Assessment, revise 2016-17 and 2017-18 assessment plans as needed.
January 15	<p>Office of Planning and Assessment</p> <ul style="list-style-type: none"> • Provides Assessment Plan Review Reports to Deans/AVPs/Provost, Division Chairs and appropriate administrators, indicating overall status and evaluation of completed 2016-17 assessment plans and 2017-18 Current plans.

To log into AMS, go to <https://www.uhcl.edu/about/administrative-offices/taskstream/index.aspx> and click on **Login**

On the next screen, enter your UHCL Username and Password.

For help with AMS, please see [Taskstream Resources](#).

Dear All,

In response to your requests, the Office of Planning and Assessment has made two significant changes to the assessment calendar.

1. **AMS will open May 1** so that users can begin recording results in the FY16-17 Assessment Plans. This will help alleviate the fall scramble and provide everyone greater opportunity to share results earlier with colleagues to develop an action plan (use of results) for the FY17-18 academic year.
2. **September Supervisor Review** is a new step. During the month, Assessment Liaisons, Supervisors, Department Chairs, and/or AVPs can review the plans within their areas and recommend changes. Programs, departments, colleges, units, and divisions can determine the method and timeline of supervisor review within their own areas to ensure that all plans are finalized and ready for submission to OIE on October 31.

Look for the upcoming calendar of Assessment Workshops and Taskstream Training classes. If you cannot attend any of the scheduled events, contact your designated assessment coordinator for individualized workshops or one-on-one instruction.

Angela Kelling, kellinga@uhcl.edu, ext. 3064
College of Business
College of Human Sciences and Humanities

Katie Reno, renok@uhcl.edu, ext. 3048
College of Education
College of Science and Engineering
Centers and Institutes

Karen Elliott, elliott@uhcl.edu, ext. 3053
Administrative Units (non-Academic plans)

New link to AMS Login and AMS Resources:
<https://www.uhcl.edu/about/administrative-offices/taskstream/index.aspx>