

Assessment Calendar 2018-2019

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| May 1 - October 30 | <p>Programs/Units</p> <ul style="list-style-type: none"> • Conduct assessment on past year’s outcomes for 2017-2018. • Interpret findings, summarize results, and develop action plan. • Enter <i>Results</i> and <i>Action Plan/Use of Results</i> in AMS for 2017-2018. • Use assessment results to improve plan. • Update/modify <i>Outcomes</i> and <i>Methods/Criteria for Success</i> for current academic year - 2018-2019. |
| 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. |
| October 31 | <p>Programs/Units</p> <ul style="list-style-type: none"> • Submit completed 2017-2018 assessment plan in AMS. <ul style="list-style-type: none"> ○ Submit <i>Results</i>. ○ Submit <i>Action Plan/Use of Results</i>. • Submit 2018-2019 assessment plan for current year. <ul style="list-style-type: none"> ○ Submit <i>Outcomes</i> (only if you have revised or created new outcomes). ○ Submit <i>Methods/Criteria for Success</i>. |
| November 1-30 | <p>Office of Planning and Assessment</p> <ul style="list-style-type: none"> • Review 2017-2018 and 2018-2019 assessment plans using rubrics in AMS system. • Work 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 2017-2018 and 2018-2019 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 2017-2018 assessment plans and 2018-2019 Current plans. |

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

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

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