## Assessment Calendar 2020-2021

<table>
<thead>
<tr>
<th>Period</th>
<th>Programs/Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1 - October 30</td>
<td>• Gather assessment data on past year’s outcomes for 2019-2020.</td>
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<td>• Interpret findings, summarize results, and develop action plan.</td>
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<td>• Enter Results and Action Plan/Use of Results in AMS for 2019-2020.</td>
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<tr>
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<td>• Use assessment results to improve plan.</td>
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<tr>
<td></td>
<td>• Update/modify Outcomes and Methods/Criteria for Success for current</td>
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<tr>
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<td>academic year - 2020-2021.</td>
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### September 1-30

#### Supervisor Review
- Review assessment plans with programs and units.
- Provide feedback.
- Approve plans for submission to OIE.

### October 30

#### Programs/Units
- Submit completed 2019-2020 assessment plan in AMS.
  - Submit Results.
  - Submit Action Plan/Use of Results.
- Submit 2020-2021 assessment plan for current year.
  - Submit Outcomes (only if you have revised or created new outcomes).
  - Submit Methods/Criteria for Success.

### November 1-30

#### Office of Planning and Assessment
- Work with plan owners to improve plans as needed to meet best practices and UHCL assessment standards.

#### Programs/Units
- After review by the Office of Planning and Assessment, revise 2019-2020 and 2020-2021 assessment plans as needed.

### January 15

#### Office of Planning and Assessment
- Provides Assessment Plan Review Reports to Deans/AVPs/Provost, Division Chairs and appropriate administrators, indicating overall status and evaluation of completed 2019-2020 assessment plans and 2020-2021 Current plans.

Assessment and AMS resources, tutorials, and web link: [https://www.uhcl.edu/about/administrative-offices/institutional-effectiveness/assessment/taskstream/](https://www.uhcl.edu/about/administrative-offices/institutional-effectiveness/assessment/taskstream/)

Click [AMS Login](#) to access assessment plan(s).

On the next screen, enter your UHCL Username and Password.
Assessment Training/Workshop Calendar 2020

One-on-One Training

90-120 minute one-on-one training for faculty and staff (academic, co-curricular, and administrative plans) will be available May 1 – October 30. Instructions on assessment, creating, and completing an assessment plan will be provided. Training will be held in faculty and staff offices. Contact your Assessment Coordinator to schedule an appointment. Assessment Coordinator information is at the bottom of the page.

Assessment Open Workshops

All workshops will be held in the UCT/HR Training Room, B2132. Drop by any time for one-on-one help in completing your assessment plans for AY19-20 and AY20-21.

2:00 p.m. – 4:00 p.m. October 19 (Monday)
9:00 a.m. – 11:00 a.m. October 20 (Tuesday)
10:00 am. – 12:00 p.m. October 21 (Wednesday)
1:30 p.m. – 3:30 p.m. October 22 (Thursday)
8:30 a.m. – 10:30 a.m. October 23 (Friday)

October 30, 2020 – Deadline to submit all Assessment Plans.

Assessment Coordinators
Karen Elliott, elliott@uhcl.edu, ext. 3053 (academic plans)
Carmen Conley, conley@uhcl.edu, ext. 3007 (co-curricular and administrative plans)

Executive Director of Planning and Assessment
Pat Cuchens, cuchens@uhcl.edu, ext. 3065