

**Office of Institutional Effectiveness**  
**Assessment Timeline**

The following table displays the timeline for annual assessment plans and reports. Within the assessment process, there are three years being acted upon: Year 1 (Y1) is the academic year that just ended; Year 2 (Y2) is the current year, in which one reports results for the previous academic year; and Year 3 (Y3) is the upcoming year, for which an academic program or support unit is submitting a funding request. For more information on the funding request dates, please visit the Budget Office’s website.

August-October 30	<p><b>Academic Programs/Support Units</b></p> <ul style="list-style-type: none"> <li>• Conduct assessment on past year’s (Y1) outcomes</li> <li>• Interpret findings, summarize results, and develop action plan</li> <li>• Enter <i>Results</i> and <i>Use of Results</i> in assessment system (Y1)</li> <li>• Use assessment results to improve plan</li> <li>• Update/modify <i>Outcomes</i> and <i>Methods/Criteria for Success</i> for current year (Y2)</li> <li>• Update/modify <i>Outcomes</i> and <i>Methods/Criteria for Success</i> for Success for upcoming funding year (Y3)</li> </ul>
October 31	<p><b>Academic Programs/Support Units</b></p> <ul style="list-style-type: none"> <li>• Submit completed assessment plan (Y1) in assessment system. A completed plan includes <ul style="list-style-type: none"> <li>○ <i>Results</i></li> <li>○ <i>Use of Results</i></li> </ul> </li> <li>• Initiate assessment plan for current year (Y2) and upcoming funding year (Y3). An initiated plan includes <ul style="list-style-type: none"> <li>○ <i>Outcomes</i></li> <li>○ <i>Methods/Criteria for Success</i></li> </ul> </li> </ul>
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>