Annual Assessment Plan Timeline

August-October 30	**Academic Programs/Support Units** • Conduct assessment on past year's (Y1) outcomes • Interpret findings, summarize results and develop action plan • Enter *Results* and *Use of Results* in AMS (Y1) • Use assessment results to improve plan • Update/modify *Outcomes* and *Methods/Criteria for Success* for current year (Y2) • Update/modify *Outcomes* and *Methods/Criteria for Success* for upcoming funding year (Y3)

October 31	**Academic Programs/ Support Units**
	• Submit completed assessment plan (Y1) in AMS. A completed plan includes
	   o *Results*
	   o *Use of Results*
	• Initiate assessment plan for current year (Y2) and upcoming funding year (Y3). An initiated plan includes
	   o *Outcomes*
	   o *Methods/Criteria for Success*

November 1-30	**Office of Institutional Effectiveness** • Review Y1 and Y2 assessment plans using rubrics in AMS system • Work with plan owners to improve plans as needed to meet best practices and UHCL assessment standards. **Academic Programs/Support Units** • Revise Y1 and Y2 assessment plans as needed.
December 15	**Academic Programs/Support Units** • Submit Funding Request Form to Dean/Division if new funding is needed for FY3 assessment plan. Date is set by Budget Office; see http://prtl.uhcl.edu/budget/planning-and-budget-cycle for details
January 15	**Office of Institutional Effectiveness** • 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. **Schools/Divisions** • Submit funding requests to components. Date is set by Budget Office; see http://prtl.uhcl.edu/budget/planning-and-budget-cycle for detail