## Annual Assessment Plan Timeline

<table>
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<tr>
<th>Date Range</th>
<th>Academic Programs/Support Units</th>
<th>Office of Institutional Effectiveness</th>
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| August-October 30     | - 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) | - 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.  
- Revise Y1 and Y2 assessment plans as needed. |
| October 31            | - Submit completed assessment plan (Y1) in AMS. A completed plan includes  
  - Results  
  - Use of Results  
- Initiate assessment plan for current year (Y2) and upcoming funding year (Y3). An initiated plan includes  
  - Outcomes  
  - Methods/Criteria for Success | - 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](http://prtl.uhcl.edu/budget/planning-and-budget-cycle) for details |
| November 1-30         | - 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.  
- Revise Y1 and Y2 assessment plans as needed. | - 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.  
- Submit funding requests to components. Date is set by Budget Office; see [http://prtl.uhcl.edu/budget/planning-and-budget-cycle](http://prtl.uhcl.edu/budget/planning-and-budget-cycle) for detail |