

Administrative, Educational, and Student Support Units Annual Process

| Month | Task | Responsible Party |
|------------------|---|---------------------|
| September | Provide Feedback on Annual Assessment Plan as needed | AESSAC |
| | Begin implementing Annual Assessment Plan | Divisions and Units |
| October | Continue implementing annual assessment plans | Divisions and Units |
| | Provide feedback and consultations as needed/requested | AESSAC |
| November-January | Continue implementing Annual Assessment Plans | Divisions and Units |
| | Provide assistance/consultations as requested/needed | AESSAC |
| February | Continue Implementing the Annual Assessment Plan | Division and Units |
| | Complete mid-year check-in | Division and Units |
| March | Continue implementing Annual Assessment Plans | Division and Units |
| | Provide assistance/consultations as requested/needed | AESSAC |
| April | Begin drafting Annual Assessment Report for current year and Annual Assessment Plan for next year | Divisions and Units |
| | Provide assistance/consultations as requested/needed | AESSAC |
| May | Units Submit Annual Assessment Reports for current year and Annual Assessment Plans for Next Year | Divisions and Units |
| | AESSAC reviews annual reports and plans using rubric and prepares its report to institutional effectiveness committee | AESSAC |
| | AESSAC submits report to institutional effectiveness committee | AESSAC |
| June-July | Provide Feedback on Annual Assessment Report and Annual Assessment Plan | AESSAC |
| August | Units prepare to implement the Annual Assessment Plan | Divisions and Units |
| | Provide assistance/consultations as requested/needed | AESSAC |