

## **Assessment Plan Review and Approval Process**

The following timeline will be used for submission of the assessment plans and for the review and approval process:

<b>October 1, 2004</b>	Each college appoints a College Assessment Review Committee (CARC).
<b>November 1, 2004</b>	Department/program heads submit assessment plans to their College Dean for their undergraduate programs. For graduate programs, assessment plans are submitted to the Dean of the Graduate School.
<b>November 29, 2004</b>	The College Deans and Dean of the Graduate School submit to the Provost (1) the program assessment plans and (2) a summary report on progress made in the development of assessment plans. The summary report will include the number and percent of assessment plans submitted, a list of degree programs still working on their assessment plans, and the date when those plans will be submitted.
<b>November-January</b>	Each CARC will review and score the assessment plans submitted using an established rubric. The committee will consult with appropriate departments/programs on any plans whose scores indicate clarification is needed. After all clarifications are received, the committee will recommend to the respective dean either preliminary approval or revision for each plan.
<b>January 31, 2005</b>	Deans will submit to the Provost the preliminary approved assessment plans and the completed rubric review sheet for each program. Deans will send to the appropriate department/program heads the recommendations for revisions that are needed to any of the assessment plans submitted but not approved.
<b>February 21-22, 2005</b>	<i>Focused Visit on Assessment</i> (Information item only)
<b>March 2005</b>	The Office of Assessment and Program Review (APR) will review a representative sample (e.g., 10%-25%) of the preliminary approved assessment plans. APR will consult with the appropriate dean and department/program on any plans needing additional clarification.

**April 4, 2005**

The APR office will recommend final approval to the Provost. The Provost will send to each College Dean and the Dean of the Graduate School a list of the final approved assessment plans. The deans will notify the department/program heads of the approval status of their assessment plans, and APR will post the approved plans on the APR website.

**May 4, 2005**

Department/unit heads submit revised assessment plans to their College Dean or Dean of the Graduate School for those programs that were not approved in January. The same review process will be used as in the first cycle (November-April).

**May-June 2005**

Each CARC will review and score the revised assessment plans submitted using an established rubric. The committee will consult with appropriate departments/programs on any plans whose scores indicate clarification is needed. After all clarifications are received, the committee will recommend to the respective dean either preliminary approval or further revision for each plan.

**July 8, 2005**

Deans will submit to the Provost the preliminary approved assessment plans and the completed rubric review sheet for each program. The Deans will send to the appropriate department/program heads the recommendations for further revisions that are needed for those programs not approved.

**July-August 2005**

The APR office will review a representative sample (e.g., 10%-25%) of the preliminary approved plans. APR will consult with the appropriate dean and department/program on any plans needing additional clarification.

**September 1, 2005**

The APR office will recommend final approval to the Provost. The Provost will send to each College Dean and the Dean of the Graduate School a list of the final approved assessment plans. The deans will notify the department/program heads of the approval status of their assessment plans, and APR will post the approved plans on the APR website.

**October 1, 2004**  
Appoint College Assessment Review Committee (CARC)

**November 1, 2004**  
Departments/programs submit plans to the respective dean.

**November 29, 2004**  
Deans submit to the Provost: (1) actual plans and (2) status summary of plans submitted for their college.

**November-January**  
[April-June for second reviews]  
College Assessment Review Committees will review assessment plans using an established rubric.

**January 31, 2005**  
[July 8, 2005 for second reviews]  
Deans submit to the Provost the preliminary approved assessment plans. Deans will contact departments where plans need revising.

Plans Approved?  
**January 31, 2005**  
[July 8, 2005 for 2<sup>nd</sup> reviews]  
YES

**March 2005**  
[July-August for second reviews]  
APR office will review a representative sample of the preliminary approved plans.

**April 4, 2005**  
[September 1, 2005 for second reviews]  
APR office will recommend final approval to the Provost. Provost will provide approved list of plans to the Deans. Approved plans are posted on the APR web site.

# Approval Process for Assessment Plans

Same review process

Feedback and recommendations sent to departments/programs for revising their plans.

**May 4, 2005**  
Departments/Programs resubmit their plans to the respective dean.