

Assessment Planning Activities	Timeframe
Assessment Concepts and Weave Assistance <i>Individualized training sessions are scheduled; assessment leads are encouraged to call PIR</i>	Ongoing
Assessment Training/Refresher Session for administrative divisions/units provided by PIR	August (Convocation Week)
Phase I: Planning stage <ul style="list-style-type: none"> a. Attend Assessment Training/Refresher Session provided by PIR b. Assessment Leads facilitate division/unit-level discussions, involving VP's, unit managers, and other assessment contributors c. Create or copy over Assessment Plan in WEAVE d. Set Goals and create Objectives based on goals, establish links to Supported Initiatives e. Define Measures and establish Targets f. Add content to WEAVE and set status to 'In Progress' 	August - October Deadline: October 15
Mid-Cycle Internal Review <i>PIR will review assessment plans and provide feedback on content: Goals, Objectives, Supported Initiatives, Measures, and Targets</i>	Begins: January 15
Phase II: Assessment stage <ul style="list-style-type: none"> a. Determine assessment methods b. Define assessment/performance criteria c. Continue division/unit level assessment discussions to maintain assessment focus d. Collect data 	November - April
Phase III: Analysis Stage <ul style="list-style-type: none"> a. Evaluate progress toward meeting division-level objectives b. Post Findings in Weave under each Target c. Answer the Analysis of Finding under each Finding d. Include Action Plans, where applicable e. Finalized content to WEAVE and set status to 'Complete' 	May – September Deadline: September 15

<p>Phase IV: Improvement with action plans</p> <ul style="list-style-type: none"> a. Discuss results with division and unit administrators b. Closing the Loop <i>Intentionally use assessment results to inform future actions, such as decision-making, continuous quality improvement, and resource allocation</i> c. Begin planning process for next assessment cycle 	<p>September - October</p>
<p>End-of-Cycle Internal Review</p> <p><i>PIR will review assessment plans and provide feedback on content: Findings, Analysis of Findings, and Action Plans</i></p>	<p>Begins: September 15</p>