

**2018-19 Culture of Assessment Timeline
Unit/Program Assessment of Outcomes**

Dear Colleagues,

Middle States reaccreditation is upon us. Our Self-Study is taking place this academic year with the report due in 2019.

A BIG piece of accreditation is **the assessment of the effectiveness** of all units in Academic Affairs, Student Affairs, Administration & Finance, Development & Alumni Relations, and Communication & Marketing areas. Middle States will look for a “culture of assessment” on our campus and expects every area to be assessed for its effectiveness in achieving its intended outcomes including the facilitation of student success. Toward that end, Dr. Steve Atkins, Director of Institutional Effectiveness, has been brought on board to help all of us with our assessment work.

Below is our 2018-19 timeline and tasks that need to be accomplished by each unit at the university:

September
Create unit mission statement, 1-2 measurable outcomes, and assessment measures
October
Submit Assessment Plan to unit assessment committee (10/1/2018)
November through March
Adjust plan in response to feedback from your unit assessment committee and collect data
April
<p>Close the Loop!</p> <ul style="list-style-type: none"> Analyze data, discuss results, identify strengths and areas of concern in appropriate unit forum (e.g. program advisory board, department meeting, and/or end of year unit retreat) Develop action steps (strategies) for addressing concerns (Document via meeting minutes for Middle States Evidence Inventory) Submit Annual Assessment Report (April 15, 2018) to Unit Assessment Committee
May
Adjust plan for improvement in response to feedback from your unit’s committee

Note: Consider adding a “Unit Assessment Update” as a permanent agenda item for all periodic unit (division, college, department, etc.) meetings throughout the year and save minutes as evidence of our “culture of assessment” for the Middle States Self-Study Evidence Inventory

Our Institutional Effectiveness Leadership Team: Please contact us for guidance and assistance!

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Unit Assessment Committees:

- University Strategic Assessment Committee (USAC)
- Academic Program Assessment Committee (APAC)
- Student Affairs Assessment Committee (SAAC)
- Administrative Support Assessment Committee (ASAC)
 - Administration & Finance
 - Development & Alumni Relations
 - Communications & Marketing