



Student Affairs Assessment & Planning

UNIVERSITY OF COLORADO **BOULDER**

Assessment Task [completed plans]	Description	Timeline/Deadline
Collect Fall semester data	Implement methods, described in your assessment plan, to assess Fall programs, services, and facilities.	Fall 2017
Report Fall semester data	Enter findings for your Fall assessments. You may begin to draft Next Steps where appropriate (e.g., if a program is Fall-only, go ahead and write up Next Steps. If it spans the year, you can wait until Spring data are collected.)	January 31, 2018
Collect Spring semester data	Implement methods, described in your assessment plan, to assess Spring programs, services, and facilities. Also implement methods that assess the entire academic year experience, if appropriate (e.g. Residence Hall end-of-year resident survey).	Spring 2018
Collect Summer data	Implement methods, described in your assessment plan, to assess Summer programs, services, and facilities.	Summer 2018
Report Spring and remaining 17-18 data	Enter findings for your Spring assessments, remaining Fall data, and any end-of-year retrospective assessments. Write up Next Steps for all goal areas, excluding those with summer data collection.	June 30, 2018
Report Summer data	Enter findings for your Summer assessments. Write up Next Steps for all goal areas.	August 15, 2018
Review and revise assessment plans	Review assessment plans to reflect changes, if applicable, to your unit's programs, services, and facilities for the upcoming AY. Write and incorporate outcomes into the plan for any new initiatives. Remove outcomes for initiatives that have ended or moved from your unit. Determine a plan to assess outcomes that you did not assess in 17-18 but are related to active initiatives.	August 15, 2018

Assessment Task [plan to be developed]	Description	Timeline/Deadline
Commit to plan development timeline and milestone	Assessment liaison should get in touch with OAP to discuss and solidify a plan development timeline and participants.	October 31, 2018
Draft unit assessment plan	Process will vary depending on liaison's preferences and experience level with assessment. OAP can offer various ways to support process: spending time in a workshop format to generate format and content, editing drafts, facilitating activities with staff, etc. Consult with us so we can best meet your needs.	Fall 17-Spring 18 -Varies by unit timeline. Should begin this process no later than January 2018.
Finalize and submit unit assessment plan	Wrap up remaining edits and outstanding questions from the development process. Indicate cycles if applicable (e.g., we will assess all outcomes in Goals 1-2 for the 18-19 AY; we will only assess these outcomes in Goal 3 for the 18-19 AY). Obtain approval from unit director and submit to OAP.	<u>No later than</u> June 15, 2018 -Most units should be done by mid-spring

Strategic Plan Task	Description	Timeline/Deadline
Provide updates on action submission from summer 17	Use provided template to describe current status of actions: progress, successes, obstacles, changes or revisions. If action completed, provide any data available on outcomes. These will be brief updates.	January 31, 2018
Submit additional action items (optional and ongoing)	Use provided template to submit additional action items that have arisen since the initial summer 2017 call for submissions. We will put out a call when we solicit January 2018 updates, but this process is ongoing and you may submit any time.	January 31, 2018 AND ongoing
Provide year-one updates on all action progress for 17-18	Use provided template to describe current status of actions: progress, successes, obstacles, changes or revisions. If action completed, provide any data available on outcomes. These will be longer updates than January updates.	June 30, 2018

Master List of Tasks and Deadlines

Fall 2017:

- **Assessment plan complete:** Collect Fall data (**ongoing**)
- **Assessment plan to be developed:** Develop and commit to a plan development timeline (**October 31, 2017**)
- **Assessment plan to be developed:** Begin drafting plan (**Fall 17-Spring 18**)

Spring 2018:

- **Assessment plan complete:** Report Fall data (**January 31, 2018**)
- **Assessment plan complete:** Collect Spring data (**ongoing**)
- **Strategic Plan:** Provide brief updates on action items (**January 31, 2018**)
- **Strategic Plan:** Submit additional action items--optional (**ongoing**)
- **Assessment plan to be developed:** Draft plan (**Fall 17-Spring 18**)
- **Assessment plan to be developed:** Finalize plan (**June 15, 2018—latest date, preferably before**)

Summer 2018:

- **Assessment plan complete:** Report Spring data, remaining Fall data, write Next Steps (**June 30, 2018**)
- **Strategic Plan:** Provide year-one updates (**June 30, 2018**)
- **Strategic Plan:** Submit additional action items--optional (**ongoing**)
- **Assessment plan complete:** Collect Summer data (**ongoing**)
- **Assessment plan to be developed:** Collect Summer data (**ongoing**)
- **Assessment plan complete:** Report Summer data (**August 15, 2018**)
- **Assessment plan to be developed:** Report Summer data (**August 15, 2018**)