

## ASSESSMENT REPORTING TIME LINE

**ASSESSMENT PLAN ARE COMPLETED STEPS 1 – 3.**

Step 1: Identify the mission or purpose for the academic program/service.

Step 2: Identify and formulate one intended outcome for the program/service.

Step 3: Determine methods of assessment and criteria for success for the intended outcome.

**ASSESSMENT RECORD INCLUDES COMPLETED STEPS 1 – 3 AND 4 - 5.**

Step 4: Implement Assessment Plan: collect, analyze, and interpret the data collected.

Step 5: Use the collected data to improve the learning/program/service.

**ASSESSMENT FORMS ARE LOCATED ON THE FOLLOWING WEBSITE:**

[http://www.vinu.edu/cms/opencms/faculty\\_staff/institutional\\_assessment/Resources.html](http://www.vinu.edu/cms/opencms/faculty_staff/institutional_assessment/Resources.html)

Due Dates	2008-2009 Cycle	2009-2010 Cycle	2010-2011 Cycle	2011-2012 Cycle	2012-2013 Cycle
August 15, 2008	Submit <b>Assessment Plan</b> for 2008-2009, (Steps 1-3)				
September 2008 to April 2009	Implement Assessment Plan and collect data for 2008-2009				
May 10, 2009	Submit completed <b>Assessment Record</b> from 2008-2009, (Steps 1-5)				
August 15, 2009		Submit <b>Assessment Plan</b> for 2009-2010, (Steps 1-3)			
September 2009 to April 2010		Implement Assessment Plan and collect data for 2009-2010			
May 10, 2010		Submit completed <b>Assessment Record</b> from 2009-2010, (Steps 1-5)			
August 15, 2010			Submit <b>Assessment Plan</b> for 2010-2011, (Steps 1-3)		
September 2010 to April 2011			Implement Assessment Plan and collect data for 2010-2011		
May 10, 2011			Submit completed <b>Assessment Record</b> from 2010-2011, (Steps 1-5)		
August 15, 2011				Submit <b>Assessment Plan</b> for 2011-2012, (Steps 1-3)	
September 2011 to April 2012				Implement Assessment Plan and collect data for 2011-2012	
May 10, 2012				Submit completed <b>Assessment Record</b> from 2011-2012, (Steps 1-5)	
August 15, 2012					Submit <b>Assessment Plan</b> for 2012-2013, (Steps 1-3)
September 2012 to April 2013					Implement Assessment Plan and collect data for 2012-2013
May 10, 2013					Submit completed <b>Assessment Record</b> from 2012-2013, (Steps 1-5)