

## Calendar - Assessment Activity Planning for AES Units

<b>Annual Assessment Cycle</b>	
<b>Annual Assessment: Year 1</b>	
by October	Finalize mission, goals and objectives
by December	Measures / Methods / Activities
by April	Collecting data
By July	Analyzing the results / Next steps
By August	Executive Summary
<b>Annual Assessment Cycle: After year 1</b>	
By September	Plan the next cycle
by December	Measures / Methods / Activities
Ongoing	Collecting data
by July	Analyzing the results / Next steps
By August	Executive Summary
<b>Periodic Program Review (PUR) 4–6 years cycle</b>	
<b>Year 1 – Starting the process, reviewing annual assessment data and Unit’s priorities</b>	
September	Prep meeting of the entire Unit; selecting a point person
October - January	Reviewing the annual assessment trend data
February - April	In light of the data and the Unit’s priorities and the College’s Strategic Plan, review and revise Mission, goals and objectives
May - July	Based on the revised goals and objectives, establish measures and targets for the next cycle of the annual assessments. Include resources and cross-divisional cooperation
August	Mid-point review / Draft Annual Assessment Plan
<b>Year 2 – Writing the PUR Report</b>	
September - December	Create a draft report, and submit to the AES Liaison and OIRA for initial feedback
January - February	Based on the initial feedback, Revise the report and submit to external review
March – April	External Review
May - June	Revise the draft base on the external reviewers’ feedback and submit for the division’s VP feedback
July - August	Final Report including Final Assessment Plan with results <b>or</b> progress notes
<b>Year 3 – Resume annual assessment</b>	

