

## Timeline for 2023-24AY Institutional Effectiveness (IE) Process

Note: Dates represent DEADLINES

### Fall 2023

#### AUGUST

08/31/23: **Academic Programs/Student Services**: Submit 2022-23AY IE Reports.

#### SEPTEMBER

09/01/23: **IE Director**: Identify primary contacts for Academic Programs/Student Support Services and confirm those that will be required to submit an IE report for the 2023-24AY.

09/19/23: **IE Committee**: Discuss 2022-23AY IE Report review procedures/criteria.

09/29/23: **IE Committee**: Complete the review of the 2022-23AY IE Reports. Provide Academic Programs/Support Services the opportunity to review and/or revise IE reports [as needed].

#### OCTOBER

10/13/23: **Academic Programs/Student Services**: Complete any revisions to the 2022-23AY IE Reports as required by the IEAC members.

10/16/23: **IE Director**: Rollover the 2023-24AY IE Report templates (Definition of Unit & Outcomes templates) and initiate training workshops that address Outcomes.

#### NOVEMBER-DECEMBER

11/17/23: **IE Director**: Conclude Campus Workshops on the 2023-24AY IE Report.

12/08/23: **IE Director**: Publish 2022-23AY IE Reports on IARE website.



### Spring 2024

#### FEBRUARY

02/02/24: **Academic Programs/Student Services**: Review/Update and Sign Off on the **Definition of Unit & Outcomes** templates for 2023-24AY IE Reports

02/16/24: **IE Director**: Complete review of **Definition of Unit & Outcomes** templates for Academic Programs/Support Services. Launch training workshops that address Results/Analysis and provide individualized sessions based on content and/or trends identified in the committee review.

#### APRIL

04/05/24: **IE Director**: Conclude training workshops and/or individualized sessions on the content and/or trends identified during the review process.

04/19/24: **Academic Programs/Student Services**: Complete any revisions to Definition of Unit & Outcomes content, as required.

#### JULY

07/26/24: **Academic Programs/Student Services**: Complete **Results/Analysis** templates for 2023-24AY IE Reports (i.e., 'Sign Off' on Results/Analysis and Use of Results in CampusLabs).

07/29/24: **IARE Director**: Follow-up with any programs that have not signed off their **Results/Analysis** templates.

#### AUGUST

08/30/24: **Academic Programs/Student Services**: Complete **Summative Evaluation** template for 2023-24AY IE Reports (i.e., 'Sign Off' on Summative Evaluation and Assessment Plan Changes in CampusLabs).

08/30/24: **IARE Director**: Follow-up with any programs that have not signed off their **Summative Evaluations**.

Note: Published by IARE on May 10, 2023.

Note: CampusLabs was rebranded as Anthology in 2021 fall, but TechExpress labels have not changed as of 05/10/2023.