

Attachment B
Assessment Plan Development Timeline for Fall 2004
Administrative Units

By November 5

– Convene meeting of unit directors and...

Review the status of Assessment within the Unit

•At the unit level

–Refer to college/unit annual report 2003-04

–Action plans submitted last winter

- Are there clearly defined goals
- Are there associated outcomes
- Are there ways to measure goal attainment
- Is assessment occurring now
- Is improvement discernable and documented

By November 19

Submit a draft report on the status of each unit and assistance needed to fill existing ‘gaps’

By December 1

Submit a first draft of the Assessment Plan

•Must include

–Unit plan

- Mission
- Unit goals
- Assessment methods
- Timing of assessments
- How results will be used to improve services