

## Timeline for 2022-23AY Institutional Effectiveness (IE) Process

Note: Dates represent DEADLINES

### Fall 2022

#### SEPTEMBER

09/02/22: **Academic Programs/Support Services**: Submit 2021-22AY IE Reports.

09/02/22: **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 2022-23AY.

09/13/22: **IE Committee**: Discuss 2021-22AY IE Report review procedures/criteria.

09/27/22: **IE Committee**: Complete the review of the 2021-22AY IE Reports. Provide Academic Programs/Support Services the opportunity to review and/or revise IE reports [as needed].

#### OCTOBER

10/12/22: **Academic Programs/Support Services**: Complete any revisions to the 2021-22AY IE Reports as required by the IEAC members.

10/13/22: **IE Director**: Launch the 2022-23AY IE Report templates and a series of Campus Workshops on the 2022-23AY IE Reports that will address the development and/or content of future reports.

#### NOVEMBER-DECEMBER

11/11/22: **IE Director**: Conclude Campus Workshops on the 2022-23AY IE Report and update training materials on the reporting process.

12/09/22: **IE Director**: Publish 2021-22AY IE Reports on IARE website.

### Spring 2023

#### FEBRUARY

02/03/23: **Academic Programs/Support Services**: Complete the **Definition of Unit & Outcomes** templates for 2022-23AY IE Reports (i.e., 'Sign Off' on Create, and/or Revise Definition of Unit, Outcomes, & Academic Curriculum Maps in CampusLabs).

02/17/23: **IE Director**: Complete review of Definition of Unit & Outcomes templates for Academic Programs/Support Services. Launch workshops and/or individualized sessions on the content and/or trends identified during the review process.

#### APRIL

04/07/23: **IE Director**: Conclude workshops and/or individualized sessions on the content and/or trends identified during the review process.

04/21/23: **Academic Programs/Support Services**: Complete any revisions to Definition of Unit & Outcomes content, as required.

#### JULY

07/28/23: **Academic Programs/Support Services**: Complete **Results/Analysis** templates for 2022-23AY IE Reports (i.e., 'Sign Off' on Results/Analysis and Use of Results in CampusLabs).

#### AUGUST

08/04/23: **IARE Director**: Follow-up with any programs that have not signed off their Results/Analysis templates.

08/31/23: **Academic Programs/Support Services**: Complete **Summative Evaluation** template for 2022-23AY IE Reports (i.e., 'Sign Off' on Summative Evaluation and Assessment Plan Changes in CampusLabs).

08/31/23: **Academic Programs/Support Services**: Submit Final 2022-23AY IE Report.

Note: CampusLabs was rebranded as Anthology in 2021 fall, but TechExpress labels have not changed as of 08/01/2022.