

UT Arlington Unit Effectiveness Process Calendar 2012-2014 (Assessment of Academic Year 2012-2013)

Key:

Phase I: Planning

Phase II: Implementation, Assessment & Analysis

Phase III: Improvement

2012

Task (Responsible Party)	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
Instructions distributed for 2012-14 Assessment Cycle (IRPE)	1/19/12												
Meet with units to answer questions & provide assistance in developing Assessment Plans (IRPE)	Begins 1/19/12					Ends 6/29/12							
1 st Draft Assessment Plan due Deans & VPs (Chairs & Directors)			3/12/12										
Review 1st Draft BAAR Assessment Plans from units and approve (Deans & VPs)			Begins 3/12/12 – Ends 4/13/12										
2 nd Draft Assessment Plans due to IRPE (Unit Appointees)				4/13/12									
Provide units feedback on 2nd Draft of Assessment Plans & requested modifications (IRPE)				Begins 4/13/12 – Ends 6/29/12									
Units modify plans if requested (Unit Appointees)				Begins 4/13/12 – Ends 6/29/12									
Final Version of Assessment Plans due (Unit Appointees)						6/29/12							
Implement Action Steps (Unit Appointees)								Begins 8/23/12					Continues into 2013
Assess Outcomes & collect data (Unit Appointees)								Begins 8/23/12					Continues into 2013
Annual Improvement Update Report due, documenting improvements implemented during academic year 2011-2012 (UEP Contacts)											11/2/12		

2013

Task (Responsible Party)	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	
Continue Implementing Actions steps (Unit)	Ends 5/10/13												
Continue assessing outcomes & collecting data (Unit Appointees)	Ends 8/12/13												
Analyze & review assessment data – Develop recommendations for improvement of programs & services (Unit Appointees)	Begins 1/22/13		Ends 9/20/13										
1 st Draft of assessment results due to Deans & VPs (Chairs & Directors)									9/20/13				
Deans & VPs review assessment results & approve (Deans & VPs)									Begins 9/20/13 – Ends 10/18/13				
2 nd draft of assessment results due to IRPE (Unit Appointees)										10/18/13			
Provide units feedback on 2nd Draft of Assessment results & request modifications (IRPE)										Begins 10/18/13 - Continues 2014			
Units modify assessment results if requested (Unit Appointees)										Begins 10/18/13 - Continues 2014			
Annual Improvement Update Report due, which documents improvements implemented during academic year 2012-13 (UEP Contacts)											11/1/13		

2014

Task (Responsible Party)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Continue to provide units feedback on 2nd Draft of Assessment results & request modifications (IRPE)	Ends 2/7/14											
Units continue to modify assessment results if requested (Unit Appointees)	Ends 2/7/14											
Final version of Assessment results due to IREPE (UEP contacts)		2/7/14										
Annual Improvement Update Report due, which documents improvements implemented during academic year 2013-14 (UEP Contacts)											11/7/14	

Note: Planning for the 2014-2015 Assessment Cycle will begin January 2014.