

UT ARLINGTON UNIT EFFECTIVENESS PROCESS CALENDAR 2010-2012 (Assessment of Academic Year 2010-2011)

| Phase | Date | Action | From | To |
|--|--------------------------------------|---|------------------------------------|-----------------------------|
| Phase I: Planning | 3/8/10 Monday | Distribution of instructions for 2010-2012 Planning and Assessment Cycle | IRPE | Unit Effectiveness Contacts |
| | 3/8/10 – 6/30/10 | IRPE meet with units to answer questions & provide assistance in developing UEP plans | IRPE | All Units |
| | 4/9/10 Friday (suggested date) | Cover Sheet & Assessment Plans (formerly Forms A & B) Due (1st Draft) | Chairs & Directors | Deans & VPs |
| | 4/9/10 – 4/23/10 | Deans & VPs review 1st Draft UEP Assessment Plans (Forms A & B) from their units and approve | Deans & VPs | Chairs & Directors |
| | 4/23/10 Friday | Cover Sheet & Assessment Plans Due (formerly Forms A & B) (2nd Draft) | Unit Effectiveness Contacts | IRPE |
| | 4/23/10 - 6/30/10 | Feedback on 2nd Draft UEP plans & requested modifications | IRPE | Unit Effectiveness Contacts |
| | 6/30/10 Wednesday | Unit Effectiveness Process Plans Due (formerly Forms A & B) (Final Version) | Unit Effectiveness Contacts | IRPE |
| Phase II: Implementation, Assessment & Analysis | 8/23/10 - 5/13/11 | Implement action steps | Unit | N/A |
| | 8/23/10 - 8/15/11 | Assess outcomes & collect data | Unit Appointees | N/A |
| | 1/19/11 - 9/23/11 | Analyze & review assessment data / Develop recommendations for improvement to programs & services | Unit Appointees | N/A |
| | 9/23/11 (suggested date) | Assessment & Analysis Reports Due (formerly Form C) (1st Draft) | Chairs & Directors | Deans & VPs |
| | 9/23/11 - 10/21/11 | Deans & VPs review Assessment & Analysis Reports (formerly Form C) from units and approve | Deans & VPs | Chairs & Directors |
| | 10/21/11 Friday | Assessment & Analysis Reports Due (formerly Form C) (2nd Draft) | Unit Effectiveness Contacts | IRPE |
| | 10/21/11 - 1/31/12 | Feedback on Assessment & Analysis Reports (formerly Form C) | IRPE | Unit Effectiveness Contacts |
| | 2/1/12 Wednesday | Assessment & Analysis Reports Due (formerly Form C) (Final Versions) | Unit Effectiveness Contacts | IRPE |
| Phase III: Improvement | 4/2/10 Friday | Annual Improvement Update Report Due (formerly Form D) listing improvements implemented academic year 2008-2009 (Originally would have been due 10/09, but delayed to build reporting module in OATS) | Unit Effectiveness Contacts | IRPE |
| | 2/26/11 Friday | Annual Improvement Update Report Due (formerly Form D) listing improvements implemented academic year 2009-2010 | Unit Effectiveness Contacts | IRPE |
| | 11/4/11 Friday <i>Newly Added</i> | Annual Improvement Update Report Due (formerly Form D) listing improvements implemented academic year 2010-2011 | Unit Effectiveness Contacts | IRPE |
| | 11/2/12 Friday <i>Newly Added</i> | Annual Improvement Update Report Due (formerly Form D) list improvements implemented academic year 2011-2012 | Unit Effectiveness Contacts | IRPE |