

UT ARLINGTON UNIT EFFECTIVENESS PROCESS CALENDAR 2008-2010

Phase	Date	Action	From	To
Phase I: Planning	1/30/08 Wednesday	Distribution of instructions for 2008-2010 Planning and Assessment Cycle	IRPE	Unit Effectiveness Contacts
	1/30/08 – 6/30/08	IRPE meet with units to answer questions & provide assistance in developing UEP plans	IRPE	All Units
	3/12/08 Wednesday (suggested date)	Cover Sheet & Assessment Plans (Forms A & B) Due (1st Draft)	Chairs & Directors	Deans & VPs
	3/12/08 – 4/15/08	Deans & VPs review 1st Draft UEP Assessment Plans (Forms A & B) from their units and approve	Deans & VPs	Chairs & Directors
	4/15/08 Friday	Cover Sheet & Assessment Plans Due (Forms A & B) (2nd Draft)	Unit Effectiveness Contacts	IRPE
	4/15/08 - 6/30/08	Feedback on 2nd Draft UEP plans & requested modifications	IRPE	Unit Effectiveness Contacts
	6/30/08 Monday	Unit Effectiveness Process Plans Due (Forms A & B) (Final Version)	Unit Effectiveness Contacts	IRPE
Phase II: Implementation, Assessment & Analysis	8/25/08 - 5/15/09	Implement action steps	Unit	N/A
	8/25/08 - 8/14/09	Assess outcomes & collect data	Unit Appointees	N/A
	1/26/09 - 9/25/09	Analyze & review assessment data / Develop recommendations for improvement to programs & services	Unit Appointees	N/A
	9/25/09 (suggested date)	Assessment & Analysis Reports Due (Form C) (1st Draft)	Chairs & Directors	Deans & VPs
	9/25/09 - 10/23/09	Deans & VPs review Assessment & Analysis Reports (Form C) from units and approve	Deans & VPs	Chairs & Directors
	10/23/09 Friday	Assessment & Analysis Reports Due (Form C) (2nd Draft)	Unit Effectiveness Contacts	IRPE
	10/23/09 - 1/29/10	Feedback on Assessment & Analysis Reports (Form C)	IRPE	Unit Effectiveness Contacts
	2/1/10 Monday	Assessment & Analysis Reports Due (Form C) (Final Versions)	Unit Effectiveness Contacts	IRPE
Phase III: Improvement	10/9/09 Friday	Annual Improvement Update Report Due (Form D) listing improvements implemented academic year 2007-2008 (& Spring 2007)	Unit Effectiveness Contacts	IRPE