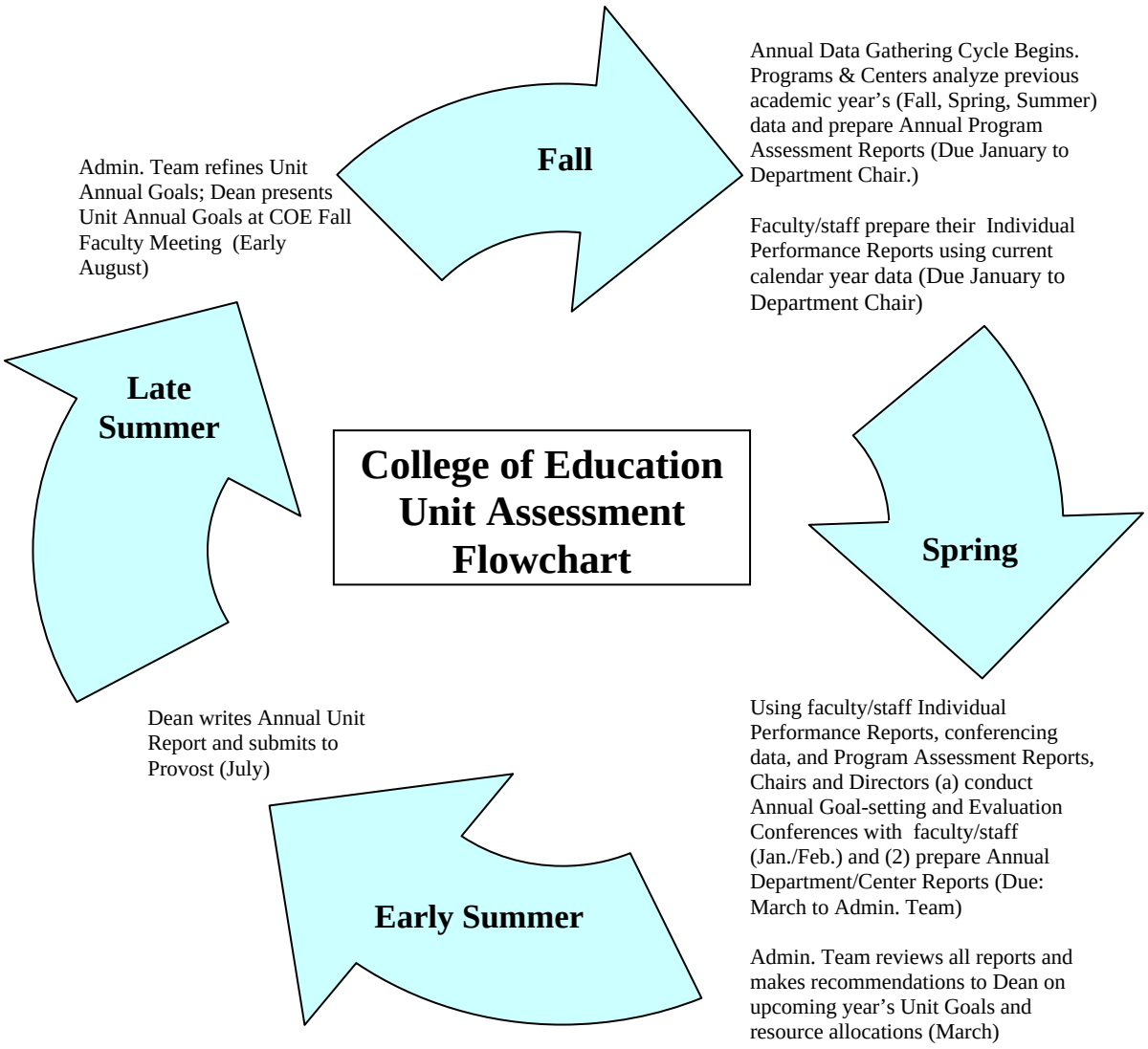
College of Education Unit Assessment Flowchart
Fall
Annual Data Gathering Cycle Begins. Programs & Centers analyze previous academic year's (Fall, Spring, Summer) data and prepare Annual Program Assessment Reports (Due January to Department Chair.)
Faculty/staff prepare their Individual Performance Reports using current calendar year data (Due January to Department Chair)
Spring
Using faculty/staff Individual Performance Reports, conferencing data, and Program Assessment Reports, Chairs and Directors (a) conduct Annual Goal-setting and Evaluation Conferences with faculty/staff (Jan./Feb.) and (2) prepare Annual Department/Center Reports (Due: March to Admin. Team)
Admin. Team reviews all reports and makes recommendations to Dean on upcoming year's Unit Goals and resource allocations (March)
Early Summer
Dean writes Annual Unit Report and submits to Provost (July)
Late Summer
Admin. Team refines Unit Annual Goals; Dean presents Unit Annual Goals at COE Fall Faculty Meeting (Early August)