Annual Institutional Effectiveness Assessment Timeline

June	• Written administrative unit assessment plans are collected by the Institutional Effectiveness Coordinator • The plans should provide the unit mission statement (if that has changed), the unit goal(s) that will be assessed, a specific reference to Lehman College's goal(s) to which the unit's goal(s) are linked e.g., the specific PMP target, the related unit objectives, the assessment methods that will be deployed, and any targets or benchmarks that will be referenced • The Institutional Effectiveness Coordinator will provide assistance and suggestions to the units in advance of their assessment plans and will meet with the relevant unit heads
August	• Unit assessment plans are finalized • The Institutional Effectiveness Coordinator maintains a copy of the Plans
Sept. – April	• Units conduct their assessment activities
May – June	• Units provide the assessment outcomes/findings • Units explain how the results were used or will be used • Units identify decisions/changes that resulted from the assessment findings • Units develop assessment plans for the next academic year