

**The University of Alabama in Huntsville**  
**Reaffirmation Phase & Five Year Assessment Plan Timeline**

*Note:* The Assessment Plan and Report cycle follows the academic year, August 1 – July 31.

**Reaffirmation Phase: Spring 2015 (All Units)\***

- January 1, 2015
  - Training for Academic and Non-Academic Units for Assessment
- March 1, 2015
  - First reminder from OIRA to campus of July 1, 2015 deadline to submit Spring 2015 Assessment plans to Dr. Suzanne Simpson (mss033@uah.edu).
- April 1, 2015
  - Second reminder from OIRA to campus of July 1, 2015 deadline to submit Spring 2015 Assessment plans to Dr. Suzanne Simpson (mss033@uah.edu).
- June 1, 2015
  - Third reminder from OIRA to campus of July 1, 2015 deadline to submit Spring 2015 Assessment plans to Dr. Suzanne Simpson (mss033@uah.edu).
- August 1, 2015
  - OIRA Reviews submitted reports
- September 1, 2015
  - Feedback provided to units from OIRA
- October 5, 2015
  - Resubmission of revised reports due to OIRA
- October 25, 2015
  - Resubmission of revised 5 year Quality Enhancement Reports
  - Assessment Training for University Assessment Review Committees conducted by OIRA
- December 7, 2015
  - Spring 2015 assessment reports loaded in Compliance Assist by report writers

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**Cycle I: AY2015-16 (All Units)\***

**AY2015-16 Reporting Cycle Begins:**

- August 1, 2015
  - The reporting cycle for the 2015-2016 Assessment Plan and Report begins this date.
- October 1, 2015
  - Training Assessment Coordinators
- November 1-30, 2015
  - First reminder from OIRA to campus of **January 25, 2016** deadline to submit Mid-Year Fall 2015 Assessment plans to Dr. Suzanne Simpson ([mss033@uah.edu](mailto:mss033@uah.edu)).
  - Training Compliance Assist (Coordinators and Report Writers); Ongoing training as needed

**Mid-Year Review Dates (AY1516 Only)**

- January 25, 2016
  - Deans/Vice Presidents complete Mid-Year Fall 2015 Assessment Plans (*Outcomes, Relation, Assessment Method, Assessment Targets, Mid-Year Data Collected, and Mid-Year Use of Results for Improvement*) via *Compliance Assist*.

**Cycle I 2015-16 Closeout Dates:**

- August 1, 2016
  - First reminder from OIRA to Assessment Coordinators of **November 1, 2016** deadline to submit 2015-16 Assessment Plan and Report via *Compliance Assist*.
- September 1, 2016
  - Second reminder from OIRA to Assessment Coordinators of **November 1, 2016** deadline to submit 2015-16 Assessment Plan and Report via *Compliance Assist*.
- September 1 – October 1, 2016
  - Assessment Training for Assessment Plan and Report Writers conducted by OIRA
- October 1, 2016
  - Third reminder from OIRA to Assessment Coordinators of **November 1, 2016** deadline to submit 2015-16 Assessment Plan and Report via *Compliance Assist*.
- November 1, 2016
  - Assessment Coordinators submit 2015-16 Assessment Plan and Report (*Outcomes, Relation, Assessment Method, Assessment Targets, Data Collected, and Use of Results for Improvement*) via *Compliance Assist*.

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**Cycle II: AY2016-17 (All Units)\***

**AY2016-17 Reporting Cycle Begins:**

- August 1, 2016
  - The reporting cycle for the 2016-2017 Assessment Plan and Report begins this date.
- September 1 – October 1, 2016
  - Assessment Training for Assessment Plan and Report Writers conducted by OIRA
- January 15 – March 1, 2017
  - Assessment Training for University Assessment Coordinators conducted by OIRA
- March 1-15, 2017
  - Feedback from Assessment Coordinators provided to Assessment Plan and Report Writers
  - Note to Assessment Coordinators and Assessment Plan and Report Writers that 2016-17 Assessment Plan and Reports should be in progress. **The 2016-2017 reporting cycle will close on July 31, 2017.**
- April 1, 2017
  - Note to Assessment Coordinators and Assessment Plan and Report Writers to remind them that OIRA is available to assist with any of their needs as they continue compiling data and reporting for their 2016-17 Assessment Plan and Report.
- July 31, 2017
  - Note to Assessment Coordinators and Assessment Plan and Report Writers that the reporting cycle is now closed for the 2016-17 Assessment Plan and Report. **The 2016-17 Assessment Plan and Report is due November 1, 2017 to OIRA via *Compliance Assist*.**

**AY2016-17 Closeout Dates:**

- August 1, 2017
  - First reminder from OIRA to Assessment Coordinators of **November 1, 2017** deadline to submit 2016-17 Assessment Plan and Report *via Compliance Assist*.
- September 1, 2017
  - Second reminder from OIRA to Assessment Coordinators of **November 1, 2017** deadline to submit 2016-17 Assessment Plan and Report *via Compliance Assist*.
- October 1, 2017
  - Third reminder from OIRA to Assessment Coordinators of **November 1, 2017** deadline to submit 2016-17 Assessment Plan and Report *via Compliance Assist*.
- November 1, 2017
  - Assessment Coordinators submit 2016-17 Assessment Plan and Report (*Outcomes, Relation, Assessment Method, Assessment Targets, Data Collected, and Use of Results for Improvement*) *via Compliance Assist*.

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**Cycle III: AY2017-18 (All Units)\***

**AY2017-18 Reporting Cycle Begins:**

- **August 1, 2017**
  - Note to Assessment Coordinators and Assessment Plan and Report Writers that the reporting cycle is now closed for the 2016-17 Assessment Plan and Report. The reporting cycle for the 2017-2018 Assessment Plan and Report begins this date.
- **September 1 – October 1, 2017**
  - Assessment Training for Assessment Plan and Report Writers conducted by OIRA
- **January 15 – March 1, 2018**
  - Assessment Training for University Assessment Coordinators conducted by OIRA
- **March 1-15, 2018**
  - Feedback from Assessment Coordinators provided to Assessment Plan and Report Writers
  - Note to Assessment Coordinators and Assessment Plan and Report Writers that 2017-18 Assessment Plan and Reports should be in progress. **The 2017-2018 reporting cycle will close on July 31, 2018.**
- **April 1, 2018**
  - Note to Assessment Coordinators and Assessment Plan and Report Writers to remind them that OIRA is available to assist with any of their needs as they continue compiling data and reporting for their 2017-18 Assessment Plan and Report.
- **July 31, 2018**
  - Note to Assessment Coordinators and Assessment Plan and Report Writers that the reporting cycle is now closed for the 2017-18 Assessment Plan and Report. **The 2017-18 Assessment Plan and Report is due November 1, 2018 to OIRA via *Compliance Assist*.**

**AY2017-18 Closeout Dates:**

- **August 1, 2018**
  - First reminder from OIRA to Assessment Coordinators of **November 1, 2018** deadline to submit 2017-18 Assessment Plan and Report via *Compliance Assist*.
- **September 1, 2018**
  - Second reminder from OIRA to Assessment Coordinators of **November 1, 2018** deadline to submit 2017-18 Assessment Plan and Report via *Compliance Assist*.
- **October 1, 2018**
  - Third reminder from OIRA to Assessment Coordinators of **November 1, 2018** deadline to submit 2017-18 Assessment Plan and Report via *Compliance Assist*.
- **November 1, 2018**
  - Assessment Coordinators submit 2017-18 Assessment Plan and Report (*Outcomes, Relation, Assessment Method, Assessment Targets, Data Collected, and Use of Results for Improvement*) via *Compliance Assist*.

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**Cycle IV: AY2018-19 (All Units)\***

**AY2018-19 Reporting Cycle Begins:**

- August 1, 2018
  - Note to Assessment Coordinators and Assessment Plan and Report Writers that the reporting cycle is now closed for the 2017-18 Assessment Plan and Report. The reporting cycle for the 2018-2019 Assessment Plan and Report begins this date.
- September 1 – October 1, 2018
  - Assessment Training for Assessment Plan and Report Writers conducted by OIRA
- January 15 – March 1, 2019
  - Assessment Training for University Assessment Coordinators conducted by OIRA
- March 1-15, 2019
  - Feedback from Assessment Coordinators provided to Assessment Plan and Report Writers
  - Note to Assessment Coordinators and Assessment Plan and Report Writers that 2018-19 Assessment Plan and Reports should be in progress. **The 2018-2019 reporting cycle will close on July 31, 2019.**
- April 1, 2019
  - Note to Assessment Coordinators and Assessment Plan and Report Writers to remind them that OIRA is available to assist with any of their needs as they continue compiling data and reporting for their 2018-19 Assessment Plan and Report.
- July 31, 2019
  - Note to Assessment Coordinators and Assessment Plan and Report Writers that the reporting cycle is now closed for the 2018-19 Assessment Plan and Report. **The 2018-19 Assessment Plan and Report is due November 1, 2019 to OIRA via *Compliance Assist*.**

**AY2018-19 Closeout Dates:**

- August 1, 2019
  - First reminder from OIRA to Assessment Coordinators of **November 1, 2019** deadline to submit 2018-19 Assessment Plan and Report via *Compliance Assist*.
- September 1, 2019
  - Second reminder from OIRA to Assessment Coordinators of **November 1, 2019** deadline to submit 2018-19 Assessment Plan and Report via *Compliance Assist*.
- October 1, 2019
  - Third reminder from OIRA to Assessment Coordinators of **November 1, 2019** deadline to submit 2018-19 Assessment Plan and Report via *Compliance Assist*.
- November 1, 2019
  - Assessment Coordinators submit 2019-19 Assessment Plan and Report (*Outcomes, Relation, Assessment Method, Assessment Targets, Data Collected, and Use of Results for Improvement*) via *Compliance Assist*.

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**Cycle V: AY2019-20 (All Units)\***

**AY2019-20 Reporting Cycle Begins:**

- **August 1, 2019**
  - Note to Assessment Coordinators and Assessment Plan and Report Writers that the reporting cycle is now closed for the 2017-18 Assessment Plan and Report. The reporting cycle for the 2019-20 Assessment Plan and Report begins this date.
- **September 1 – October 1, 2019**
  - Assessment Training for Assessment Plan and Report Writers conducted by OIRA
- **January 15 – March 1, 2020**
  - Assessment Training for University Assessment Coordinators conducted by OIRA
- **March 1-15, 2020**
  - Feedback from Assessment Coordinators provided to Assessment Plan and Report Writers
  - Note to Assessment Coordinators and Assessment Plan and Report Writers that 2019-20 Assessment Plan and Reports should be in progress. **The 2019-2020 reporting cycle will close on July 31, 2020.**
- **April 1, 2020**
  - Note to Assessment Coordinators and Assessment Plan and Report Writers to remind them that OIRA is available to assist with any of their needs as they continue compiling data and reporting for their 2019-20 Assessment Plan and Report.
- **July 31, 2020**
  - Note to Assessment Coordinators and Assessment Plan and Report Writers that the reporting cycle is now closed for the 2019-20 Assessment Plan and Report. **The 2019-20 Assessment Plan and Report is due November 1, 2020 to OIRA via *Compliance Assist*.**

**AY2019-20 Closeout Dates:**

- **August 1, 2020**
  - First reminder from OIRA to Assessment Coordinators of **November 1, 2019** deadline to submit 2019-2020 Assessment Plan and Report via *Compliance Assist*.
- **September 1, 2020**
  - Second reminder from OIRA to Assessment Coordinators of **November 1, 2019** deadline to submit 2019-2020 Assessment Plan and Report via *Compliance Assist*.
- **October 1, 2020**
  - Third reminder from OIRA to Assessment Coordinators of **November 1, 2019** deadline to submit 2019-2020 Assessment Plan and Report via *Compliance Assist*.
- **November 1, 2020**
  - Assessment Coordinators submit 2019-20 Assessment Plan and Report (*Outcomes, Relation, Assessment Method, Assessment Targets, Data Collected, and Use of Results for Improvement*) via *Compliance Assist*.

***AY 2020-21 will follow same pattern; timeline to be released at later date by OIRA.***