

Administrative Assessment Calendar

For All Organizational Entities (Divisions, Units, and Departments/Offices)

Year 1 Fall Semester (by Sept. 30):

- Create Mission Statement
- Create Objectives (determine if objectives support higher level entity strategic plans)
- Create Measure(s) for each Objective
- Create annual Target for each Measure
- Enter information into Compliance Assist

Year 1 Spring Semester (by June 30):

- Collect findings/results for all measures related to the appropriate objective
- Enter information into Compliance Assist

Year 2 Fall Semester (by Sept. 30):

- Create Action Plan for each Objective from Year 1 based on evaluation
- Evaluate current objectives, measures, targets, and findings. Determine need for modification.
- Review/edit Mission Statement
- Review/edit/create Objectives (determine if objectives support higher level entity strategic plans)
- Review/edit/create Measure(s) for each Objective
- Create annual Target for each Measure
- Enter information into Compliance Assist

Year 2 Spring Semester (by June 30):

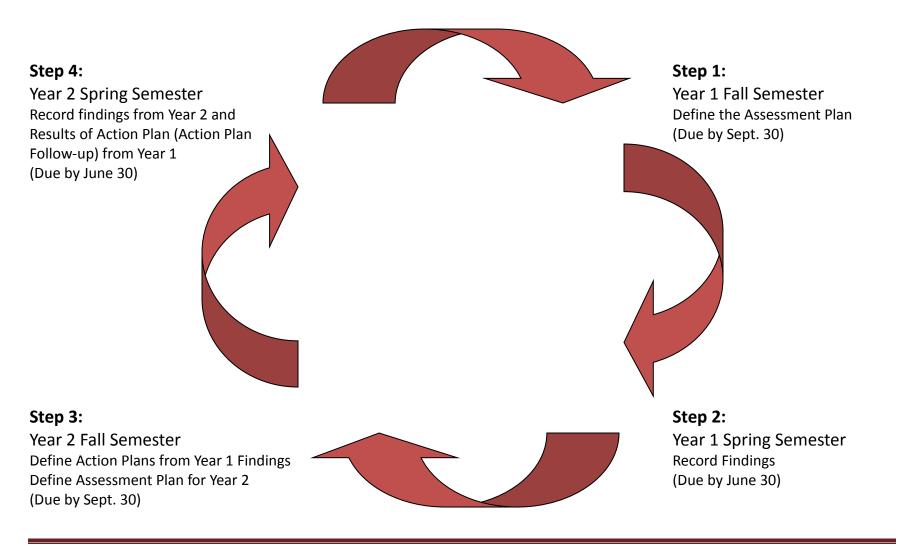
- Review Action Plans
- Create Action Plan Follow-Ups for each Action Plan
- Collect findings/results for all measures related to the appropriate objective
- Enter information into Compliance Assist

Questions regarding administrative assessment, please contact Dr. Jodi Pettazzoni (jepettaz@uncg.edu)

Questions regarding Compliance Assist, please contact Jessica Thomason (jessica@uncg.edu)



The Assessment Loop "Closing the Loop"



Administrative Assessment Calendar Rev. 08-07-2012