

Administrative Assessment Calendar

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

Year 1 Fall Semester (by Sept. 30):

- Create or review Mission Statement
- Review and revise or Create new Objectives (determine if objectives support higher level entity strategic plans)
- Review and revise or create new Measure(s) for each Objective
- Review and revise or create new annual Target for each Measure
- Enter information into Strategic Planning Report

Year 1 Spring Semester (by June 30):

- Collect findings/results for all measures related to the appropriate objective
- Enter information into Strategic Planning Report

Year 2 Fall Semester (by Sept. 30):

- Create Action Plan for each Objective from Year 1 based on evaluation, based on data as appropriate
 - There must be at least 1 action plan.
 - Action Plans are created for any objective with a missed target.
- 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 Annual Report

Year 2 Spring Semester (by June 30):

- Create Action Plan Follow-Ups for each Action Plan
- Collect findings/results for all measures related to the appropriate objective
- Enter information into Annual Report

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

Questions regarding Strategic Planning Report or process, please contact Dean Martin (wdmartin@gmail.com)

The Assessment Loop “Closing the Loop”

Step 4:

Year 2 Spring Semester
Record findings from Year 2 and
Results of Action Plan (Action Plan
Follow-up) from Year 1
(Due by June 30)

Step 1:

Year 1 Fall Semester
Define the Assessment Plan
(Due by Sept. 30)

Step 3:

Year 2 Fall Semester
Define Action Plans from Year 1 Findings
Define Assessment Plan for Year 2
(Due by Sept. 30)

Step 2:

Year 1 Spring Semester
Record Findings
(Due by June 30)