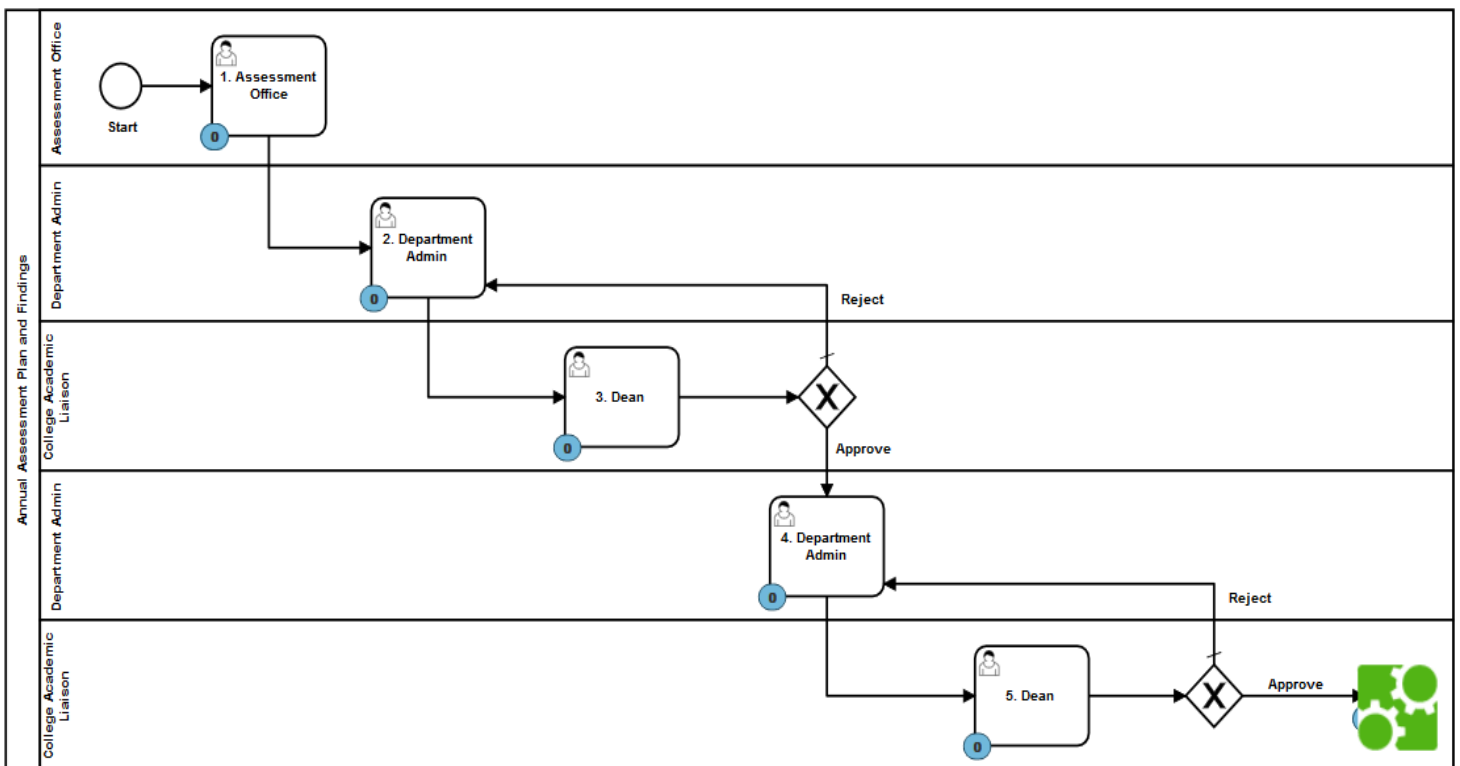


ASSESSMENT WORKFLOW

The final assessment process to migrate into AEFIS are major/program assessment plans. Electronic assessment plans will enable chairs, program directors, deans, and the assessment office to access the most recent version of a major/program’s assessment plan. Additionally, the assessment plan will exist within our annual assessment workflow, so that assessment plans, assessment rubric scoring, and May development week reflection on assessment results connect more logically. The process will proceed as follows:



1. **Assessment plan entered and approved by chairs/directors.** Electronic versions of assessment plans will be created by the assessment office, sent to chairs and program directors for editing and approval, then sent on to deans for rubric scoring within AEFIS. When the plan is entered chairs/directors approve, deans will receive a dashboard notification within AEFIS.
2. **Assessment plan scored by dean.** February 1 through April 1, deans will review assessment plans and co-score the assessment rubric with chairs and program directors.
 - For dean feedback: Complete action plans rubric line after chairs/directors return the form in May, leaving blank during first round scoring. Action plans are created as a result of reflection on assessment performance, which typically happen in May. Similarly, action plans from the previous year may be finalized in May, and reflection on the effectiveness of the completed action plans happens as a result of reviewing changes in student performance compared to the previous year.
3. **Chair/director completes reflection on assessment performance, action plans, and reporting on previous year's action plans and submits to dean.** When the dean submits the scored rubric, the assessment plan returns to the department chair with edit access, and additional fields will appear within the form including assessment results reflection, new action plans, and documentation of action plans completed from the previous academic year, i.e. closing the loop. These additional fields will appear on the returned plans so that assessment plans, results, and action plan reporting are more logically connected. We intend for this step to eliminate the need for the May assessment reflection survey and place the assessment plan, rubric scoring, and survey into a streamlined workflow.
4. **Dean reviews submitted reflection, action plans, and previous year's action plans.** During May development week, the chairs/program directors submit the plan for the final time, having completed the additional fields. Deans review and can approve or reject (e.g., if targets were not met but no action plans appear, or nothing is entered in any of the "closing the loop" fields). Upon dean approval and submission, the assessment plan form returns to department chairs/program directors and the form resets. Note: the dean can view their departments' forms in any stage from an icon on their home page.