Institutional Planning and Effectiveness Assessment Cycle Timeline (2023-2024)

- **SEP 2023**
  - Create 2023-2024 Assessment Plan Outcomes and Measures with Mapping
  - Review and Plan for the Implementation of the 2022-2023 Improvement Action Plans

- **NOV 2023**
  - Collect any available evidence for the 2023-2024 Preliminary Findings assessment results and any available evidence of completion of the 2022-2023 Improvement Action Plans

- **JAN 2024**
  - Enter Preliminary Findings for the 2023-2024 Assessment Plan
  - Create Budget Request for the 2023-2024 Improvement Action Plans to be implemented in the 2024-2025 cycle (if applicable)
  - Enter Status for the 2022-2023 Improvement Action Plans

- **MAR 2024**
  - Collect any available evidence for the 2023-2024 Final Findings assessment results and any available evidence of completion of the 2022-2023 Improvement Action Plans

- **MAY 2024**
  - Enter Final Findings for the 2023-2024 Assessment Plan with Evidence of the Results
  - Enter Final Status (Use of Results) for the 2022-2023 Improvement Action Plans with Evidence of Completion

**Milestone 09/29/23** IE Training and Consultations

- Select SPOL Planning Year 2023-2024
- Select SPOL Planning Year 2022-2023

**Milestone 01/31/24** IE Quality Assurance

**Milestone 05/31/24** IE Annual Report
### Institutional Planning and Effectiveness

Plan-Do-Study-Act (PDSA) Continuous Improvement Framework

<table>
<thead>
<tr>
<th>PDSA</th>
<th>2023-2024 Assessment Current Outcomes and Measures</th>
<th>2022-2023 Use of Results “Closing the Loop” on the Prior Year</th>
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</thead>
</table>
| P             | • What is your program/departmental mission or purpose?  
• What Outcomes will you assess during this cycle?  
• How will you Measure those outcomes?  
• How will you collect and analyze the data? What is the source of the data? What is your Criteria (Target)? | • What specific activities are involved in the Improvement Action Plan(s) you developed based on your prior year’s Assessment Findings? |
| D             | • Administer your assessment instruments for data collection.  
• Keep records of completed assessments to use as evidence. | • Complete the activities related your action plan.  
• Keep records of the activities to use as evidence. |
| S             | • What are the actual results compared to your target?  
• Did you study the results for interpretation?  
• Collect, analyze, interpret, and summarize the data at the mid-point of the cycle to report Preliminary Findings and at the end of the cycle to report Final Findings with substantiating evidence. | • Did you complete your improvements?  
• Provide a completion status of the Improvement Action Plan(s) at the mid-point of the cycle and an overall completion report at the end of the cycle with substantiating evidence. |
| A             | • Based on the assessment results, what can be done to ensure continuous improvement? Is a budget request needed? NOTE: Budget requests must be submitted by the January Milestone.  
• Will you re-assess the Outcome(s) in the next cycle to gauge improvements? | • How will you sustain these improvements going forward?  
• Consider how you can further enhance or scale this effort.  
• Share best practices learned.  
• Celebrate success! |