Annual Institutional Effectiveness Review (AIER) Timeline

All AIER reports are to be entered on WEAVEonline.

Working sessions are scheduled for all program coordinators in computer labs for report assistance.

The University Assessment Committee serves as the primary reviewer of AIER reports during the beginning and end of the assessment cycle, and meets regularly throughout the year.

- **October**
  First section of AIER reports (mission, outcomes, measures & targets) entered by the program coordinators onto WEAVEonline.

  University Assessment subcommittee members conduct review of designated AIER reports with the appropriate Evaluation Checklist and provide feedback to program coordinators.

  Program coordinators make revisions to AIER reports, if applicable.

  All AIER reports should be reviewed and documented on WEAVEonline by end of this month.

- **November to July**
  Assessment activities conducted; data collected and analyzed.

- **May**
  University budget process initiated. Budget forms and instructions are distributed.

  Results and data generated from prior or ongoing assessment activities will be used to inform budget requests.

  Prioritized budget requests due to appropriate Vice President.

- **June**
  Budget Advisory Committee conducts budget hearings and makes recommendations to Executive Officers.

  President, CFO, and Vice Presidents review Budget Advisory Committee recommendations.

- **July/August**
  All completed AIER reports (findings, analysis, action plan) entered by program coordinators on WEAVEonline by end of August.

- **August**
  University Assessment Committee conducts review of AIER process, prepares and disseminates annual report, and completes plan for the following year.

  President presents approved budget to University community.

- **September**
  University Assessment subcommittee members conduct review of completed AIER reports with the appropriate Evaluation Checklist and provide feedback to program coordinators.

  Programs/units utilize completed AIER report results for program/unit improvement and for discussion in planning meetings for upcoming academic/fiscal year.

  Initiate AIER report for new cycle (September to August).