

Timeline for 2025-26AY Institutional Effectiveness (IE) Process

Note: Dates represent DEADLINES

Fall 2025

AUGUST

08/29/25: **Administrative Units/Student Services**: Submit 2024-25AY IE Reports.

SEPTEMBER

09/02/25: **IE Director**: Identify primary contacts for all units and confirm those that will be required to submit an IE report for the 2025-26AY.

09/19/25: **IE Committee**: Discuss 2024-25AY IE Report review procedures/criteria.

09/30/25: **IE Committee**: Complete the review of the 2024-25AY IE Reports for Administrative Units/Support Services. Provide Administrative Units/Support Services the opportunity to review and/or revise IE reports [as needed].

OCTOBER

10/10/25: **Administrative Units/Student Services**: Complete any revisions to the 2024-25AY IE Reports as required by the IEAC members.

10/15/25: **IE Director**: Rollover the 2025-26AY IE Report templates (Definition of Unit & Outcomes templates) and initiate training workshops that address Outcomes.

NOVEMBER-DECEMBER

11/14/25: **IE Director**: Conclude Campus Workshops on the 2025-26AY IE Report.

12/12/25: **IE Director**: Publish 2024-25AY IE Reports on IARE website.



Spring 2026

FEBRUARY

02/06/26: **Academic Programs/Student Services**: Review/Update and Sign Off on the **Definition of Unit & Outcomes** templates for 2025-26AY IE Reports

02/20/26: **IE Director**: Complete review of **Definition of Unit & Outcomes** templates for all units. Launch training workshops that address Results/Analysis and provide individualized sessions based on content and/or trends identified in the committee review.

APRIL

04/03/26: **IE Director**: Conclude training workshops and/or individualized sessions on the content and/or trends identified during the review process.

04/17/26: **Academic Programs/Student Services**: Complete any revisions to the Definition of Unit & Outcomes content, as required.

JULY

07/30/26: **Academic Programs/Student Services**: Complete **Results/Analysis** templates for 2025-26AY IE Reports (i.e., "Sign Off" on Results/Analysis and Use of Results in CampusLabs).

07/31/26: **IARE Director**: Follow up with any programs that have not signed off their **Results/Analysis** templates.

AUGUST

08/28/26: **Academic Programs/Student Services**: Complete **Summative Evaluation** template for 2025-26AY IE Reports (i.e., 'Sign Off' on Summative Evaluation and Assessment Plan Changes in CampusLabs).

08/28/26: **IARE Director**: Follow up with any programs that have not signed off their **Summative Evaluations**.

Note: Published by IARE on September 3rd, 2025.

Note: CampusLabs was rebranded as Anthology in 2021 fall, but TechExpress labels have not changed as of 07/29/2025.