

Timeline for 2024-25AY Institutional Effectiveness (IE) Process

Academic Programs ONLY

Note: Dates represent DEADLINES

Fall 2024

AUGUST

08/30/24: **Academic Programs**: Submit 2023-24AY IE Reports.

SEPTEMBER

09/02/24: **IE Director**: Identify primary contacts for Academic Programs and confirm those that will be required to submit an IE report for the 2024-25AY.

09/19/24: **IE Committee**: Discuss 2023-24AY IE Report review procedures/criteria.

09/30/24: **IE Committee**: Complete the review of the 2023-24AY IE Reports. Provide Academic Programs the opportunity to review and/or revise IE reports [as needed].

OCTOBER

10/11/24: **Academic Programs**: Complete any revisions to the 2023-24AY IE Reports as required by the IEAC members.

10/16/24: **IE Director**: Rollover the 2024-25AY IE Report templates (Definition of Unit & Outcomes templates) and initiate training workshops that address Outcomes.

NOVEMBER-DECEMBER

11/15/24: **IE Director**: Conclude Campus Workshops on the 2024-25AY IE Report.

12/11/24: **IE Director**: Publish 2023-24AY IE Reports on IARE website.



Spring 2025

FEBRUARY

02/07/25: **Academic Programs**: Review/Update and Sign Off on the **Definition of Unit & Outcomes** templates for 2023-24AY IE Reports

02/21/25: **IE Director**: Complete review of **Definition of Unit & Outcomes** templates for Academic Programs. Launch training workshops that address Results/Analysis and provide individualized sessions based on content and/or trends identified in the committee review.

APRIL

04/04/25: **IE Director**: Conclude training workshops and/or individualized sessions on the content and/or trends identified during the review process.

04/18/25: **Academic Programs**: Complete any revisions to Definition of Unit & Outcomes content, as required.

MAY

05/23/25: **Academic Programs**: Complete **Results/Analysis** templates AND **Summative Evaluation** template for 2024-25AY IE Reports (i.e., 'Sign Off' on Results/Analysis and Summative Eval. in CampusLabs).

05/24/25: **IARE Director**: Follow-up with any programs that have not signed off their **Results/Analysis** templates and /or **Summative Evaluation** template.

JUNE

06/10/25: **IE Committee**: Discuss 2024-25AY IE Report review procedures/criteria.

06/20/25: **IE Committee**: Complete the review of the 2024-25AY IE Reports. Provide Academic Programs the opportunity to review and/or revise IE reports [as needed].

06/28/25: **Academic Programs**: Complete any revisions to the 2024-25AY IE Reports as required by the IEAC members.

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