

**Timeline for 2024-25AY Institutional Effectiveness (IE) Process**  
**Administrative Units and Academic/Student Success Services**

Note: Dates represent DEADLINES

**Fall 2024**

**AUGUST**

08/30/24: **Administrative Units/Student Services**: Submit 2023-24AY IE Reports.

**SEPTEMBER**

09/02/24: **IE Director**: Identify primary contacts for Administrative Units/Student Support Services 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 Administrative Units/Support Services the opportunity to review and/or revise IE reports [as needed].

**OCTOBER**

10/11/24: **Administrative Units/Student Services**: 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: **Administrative Units/Student Services**: Review/Update and Sign Off on the **Definition of Unit & Outcomes** templates for 2024-25AY IE Reports

02/21/25: **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**

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

04/18/25: **Administrative Units/Student Services**: Complete any revisions to the Definition of Unit & Outcomes content, as required.

**JULY**

07/30/25: **Administrative Units/Student Services**: Complete **Results/Analysis** templates for 2024-25AY IE Reports (i.e., 'Sign Off' on Results/Analysis and Use of Results in CampusLabs).

07/31/25: **IARE Director**: Follow up with any programs that have not signed off their **Results/Analysis** templates.

**AUGUST**

08/29/25: **Administrative Units/Student Services**: Complete **Summative Evaluation** template for 2024-25AY IE Reports (i.e., 'Sign Off' on Summative Evaluation and Assessment Plan Changes in CampusLabs).

08/29/25: **IARE Director**: Follow up with any programs that have not signed off their **Summative Evaluations**.

Note: Published by IARE on May 10, 2024.

Note: CampusLabs was rebranded as Anthology in 2021 fall, but TechExpress labels have not changed as of 05/10/2024.