

SAVANNAH STATE UNIVERSITY
INSTITUTIONAL RESEARCH, PLANNING AND ASSESSMENT (IRPA)
ASSESSMENT CALENDAR Fall 2019

Tasks	Due Date	Responsible Stakeholders	Institutional Research, Planning and Assessment (IRPA) Personnel											
Assessment Day Institutional Effectiveness Assessment Cycle Overview: <ul style="list-style-type: none"> Institutional Effectiveness Plan (IE Plan) Academic Institutional Effectiveness Plan (IE Plan) Non-Academic Campus Labs Overview Identify Academic Program Assessment Coordinators (APAC)	Wednesday, August 07, 2019 Location: TBA IE. Plans/Annual Reports Due	*SLC, Faculty, APAC, and NAAC	Dr. Bernard Fitzgerald Moses Assistant Vice President Institutional Research, Planning & Assessment mosesb@savannahstate.edu Ext. 4169 IRPA Assistant Personnel											
	<table border="1"> <thead> <tr> <th>IE Plan /Annual Rpt. Year</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>2016-2017</td> <td>Nov. 1, 2019</td> </tr> <tr> <td>2017-2018</td> <td>Aug. 28, 2019</td> </tr> <tr> <td>2018-2019</td> <td>Sept. 30, 2019</td> </tr> <tr> <td>2019-2020</td> <td>Oct. 1, 2019</td> </tr> </tbody> </table>			IE Plan /Annual Rpt. Year	Due Date	2016-2017	Nov. 1, 2019	2017-2018	Aug. 28, 2019	2018-2019	Sept. 30, 2019	2019-2020	Oct. 1, 2019	
	IE Plan /Annual Rpt. Year			Due Date										
	2016-2017			Nov. 1, 2019										
	2017-2018			Aug. 28, 2019										
2018-2019	Sept. 30, 2019													
2019-2020	Oct. 1, 2019													
Formal Meeting with Academic Program Coordinators (APC)	Thursday. August 29, 2019 Location: TBA	APAC	Dr. Nancy Linden Assistant to IRPA lindenn@savannahstate.edu Ext. 4158 Ms. Shetia Lamar Assistant to IRPA butlers@savannahstate.edu Ext. 3401											
Formal Meeting with Non-Academic Assessment Coordinators (NAAC)	Thursday. August 29, 2019 Location: TBA	NAAC	Ms. Tyranise Harris Research and Assessment Coordinator harristy@savannahstate.edu Ext. 4172 Mrs. Naomi Singleton Assistant to IRPA singletonn@savannahstate.edu Ext. 4413											

* Institutional Research, Planning and Assessment (IRPA) Senior Leadership Council (SLC); Academic Program Assessment Coordinators (APAC); Non-Academic Assessment Coordinators (NAAC)

Tasks	Due Date	Responsible Stakeholder	Institutional Research, Planning and Assessment (IRPA) Personnel
Identify Program Student Learning Outcomes (PSLOs); and Course Level Student Learning Outcomes (CSLOs) for the current AY due in the Assessment Management System (Campus Labs)	Thursday, September 12, 2019 Note: First Two Columns of the IE Plans for both Academic Units/Departments must be completed.	APAC	Dr. Nancy Linden Assistant to IRPA lindenn@savannahstate.edu Ext. 4158 Ms. Shetia Lamar Assistant to IRPA butlers@savannahstate.edu Ext. 3401
Identify departmental objectives for the current AY due into the Office of IRPA.	Thursday, September 26, 2019 Note: First Two Columns of the IE Plans for Non-Academic Departments must be completed.	NAAC	Ms. Tyranise Harris Research and Assessment Coordinator harristy@savannahstate.edu Ext. 4172 Mrs. Naomi Singleton Assistant to IRPA singletonn@savannahstate.edu Ext. 4413
Feedback on Assessment Plans due	Thursday, October 11-17, 2019 Note: Each NAAC personnel will receive some form of feedback per review of submitted Objectives with identified measureable instruments.	NAAC and IRPA	Ms. Tyranise Harris Research and Assessment Coordinator harristy@savannahstate.edu Ext. 4172 Mrs. Naomi Singleton Assistant to IRPA singletonn@savannahstate.edu Ext. 4413

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Tasks	Due Date	Responsible Stakeholders	Institutional Research, Planning and Assessment (IRPA) Personnel
Feedback on Assessment Plans due	Thursday, October 17-24, 2019 Note: Each APAC personnel will receive some form of feedback per review of submitted SLOs with identified measureable instruments.	APAC and IRPA	Dr. Nancy Linden Assistant to IRPA lindenn@savannahstate.edu Ext. 4158 Ms. Shetia Lamar Assistant to IRPA butlers@savannahstate.edu Ext. 3401
Last Fall 2019 Formal Meeting with Non-Academic Assessment Coordinators (NAAC) Subject: Next steps for spring 2020	Thursday. November 07, 2019 Meeting Location: TBA	NAAC	Ms. Tyranise Harris Research and Assessment Coordinator harristy@savannahstate.edu Ext. 4172 Mrs. Naomi Singleton Assistant to IRPA singletonn@savannahstate.edu Ext. 4413
Last Fall 2019 Formal Meeting with Academic Program Assessment Coordinators (APAC) Subject: Next steps for spring 2020	Thursday. November 07, 2019 Meeting Location: TBA	APAC	Dr. Nancy Linden Assistant to IRPA lindenn@savannahstate.edu Ext. 4158 Ms. Shetia Lamar Assistant to IRPA butlers@savannahstate.edu Ext. 3401

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ASSESSMENT CALENDAR Spring 2020		Continued	
Tasks	Due Date	Responsible Stakeholder	Institutional Research, Planning and Assessment (IRPA) Personnel
<p style="text-align: center;">Assessment Day</p> <p>Overview and Review of the Precepts of SSU's Assessment Initiative:</p> <ol style="list-style-type: none"> 1. I.E. Plans both APAC and NAAC; 2. Annual Report Template; 3. Types of Assessment Instruments; 4. Review of the Assessment Management System (Campus Labs); and 5. All Assessment Documents Submission (Due) Dates. 	<p>Thursday, January 09, 2019</p> <p>Note: Meeting Location: TBA</p>	<p>*SLC, Faculty, APAC and NAAC.</p>	<p>Dr. Bernard Fitzgerald Moses Assistant Vice President Institutional Research, Planning & Assessment mosesb@savannahstate.edu Ext. 4169</p> <p>IRPA Assistant Personnel</p>
<p>Formal Meeting with Academic Program Coordinators (APC)</p>	<p>Thursday, February 13, 2020</p> <p>Note: All 2017-2018 I.E. Plans and Annual Reports are due into the Assessment Management System (Campus Labs)</p> <p>Meeting Location: TBA</p>	<p>APAC</p>	<p>Dr. Nancy Linden Assistant to IRPA lindenn@savannahstate.edu Ext. 4158</p> <p>Ms. Shetia Lamar Assistant to IRPA butlers@savannahstate.edu Ext. 3401</p>
<p>Formal Meeting with Non-Academic Assessment Coordinators (NAAC)</p>	<p>Thursday, February 13, 2020</p> <p>Note: All 2017-2018 I.E. Plans and Annual Reports are due into the Assessment Management System (Campus Labs)</p> <p>Meeting Location: TBA</p>	<p>NAAC</p>	<p>Ms. Tyranise Harris Research and Assessment Coordinator harristy@savannahstate.edu Ext. 4172</p> <p>Mrs. Naomi Singleton Assistant to IRPA singletonn@savannahstate.edu Ext. 4413</p>

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Tasks	Due Date	Responsible Stakeholder	Institutional Research, Planning and Assessment (IRPA) Personnel
Any updates/changes to the assessment plan due in the Assessment Management System (Campus Labs)	Thursday, February 20, 2020	APAC & NAAC	IRPA Assistant Personnel
Official Announcement of All Academic IE Plans and Program Annual Reports are due by Tuesday, May 12, 2020	Announcement Date: Thursday, March 12, 2020 Note: Email Notification	APAC	Dr. Nancy Linden Assistant to IRPA lindenn@savannahstate.edu Ext. 4158 Ms. Shetia Lamar Assistant to IRPA butlers@savannahstate.edu Ext. 3401
VITAL ASSESSMENT YEAR REGARDING SACSCOC REAFFIRMATION			
Official Announcement of All Non-Academic IE Plans and Program Annual Reports are due by Tuesday, May 12, 2020	Announcement Date: Thursday, March 12, 2020 Note: Email Notification	NAAC	Ms. Tyranise Harris Research and Assessment Coordinator harristy@savannahstate.edu Ext. 4172 Mrs. Naomi Singleton Assistant to IRPA singletonn@savannahstate.edu Ext. 4413
VITAL ASSESSMENT YEAR REGARDING SACSCOC REAFFIRMATION			

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Tasks	Due Date	Responsible Stakeholder	Institutional Research, Planning and Assessment (IRPA) Personnel
<p>Formal Meeting with Academic Program Coordinators (APC)</p> <p>Discussion of spring assessment findings, calibration/norming on assessment instruments; and Planning for the next assessment cycle of AY 2020-2021</p>	<p>Thursday, April 16, 2020 Location: TBA</p> <p>Note: Last Meeting for Current Assessment Year</p>	APAC	<p>Dr. Nancy Linden Assistant to IRPA lindenn@savannahstate.edu Ext. 4158</p> <p>Ms. Shetia Lamar Assistant to IRPA butlers@savannahstate.edu Ext. 3401</p>
<p>Formal Meeting with Non-Academic Assessment Coordinators (NAAC)</p> <p>Discussion of spring assessment findings, calibration/norming on assessment instruments; and planning for the next assessment cycle of AY 2020-2021.</p>	<p>Thursday, April 23, 2020 Location: TBA</p> <p>Note: Last Meeting for Current Assessment Year</p>	NAAC	<p>Ms. Tyranise Harris Research and Assessment Coordinator harristy@savannahstate.edu Ext. 4172</p> <p>Mrs. Naomi Singleton Assistant to IRPA singletonn@savannahstate.edu Ext. 4413</p>
<p>NOTE: WHILE THE IRPA'S OFFICE WAS WORKING THROUGH OUR ASSESSMENT CALENDAR, WE HAVE ALSO BEEN WORKING SIMULTANEOUSLY THROUGH THE BELOW REAFFIRMATION TIMELINE</p> <p>IRPA'S TOTAL ATTENTION BY APRIL OF 2020 TURNS TO PHASE 3 AND 4 OF THE REAFFIRMATION TIMELINE.</p>			

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SSU ROAD TO REAFFIRMATION TIMELINE:

Accreditation Events	Dates of Importance
Pre-audit conducted	October-December 2018
SACSCOC Leadership Team Orientation in New Orleans	December 9, 2018
SSU's QEP Task Force formed	Spring 2019
Composition of SSU's Compliance Certification Report	June 2019-February 2020
SACSCOC Annual Meeting in Houston	December 7-10, 2019
Advisory Visit with Dr. Nuria M. Cuevas VP w/SACSCOC	April 29 & 30, 2020
Compliance Certification Report due to USG	June 1, 2020
SSU's Compliance Certification Report mailed to SACSCOC	August 28, 2020
SACSCOC Annual Meeting in Nashville	December 5-8, 2020
Focused Report (A Response to the Preliminary Findings of the Offsite Committee) & the QEP due 6 weeks before the SACSCOC On-Site Visit to SSU	January 18, 2021
SSU's On-Site SACSCOC Visit (10 member Review Team)	March 23-25, 2021
Institution's response to Reaffirmation Committee Report due	August 02, 2021
SACSCOC Board of Trustees Decision Annual Meeting in Dallas	December 4-7, 2021

Anticipated Reaffirmation Timeline

General Preparation	Conduct Planning Activities	Form Leadership Team; Develop Editorial Guidelines	Leadership Team Meets Regularly; Approves QEP Topic	Orientation of Leadership Team – Atlanta (June 2010)		Leadership Team Meets Regularly	Leadership Team Approves Compliance Report, Reviews QEP		Leadership Team Approves QEP Prepare for On-Site Visit		Receive On-Site Review Team March 23-25, 2021	Review by SACS Commission On Colleges
	Compliance Preparation	Plan Strategy/ Form Readiness Assessment Team	Begin Readiness Audit Process/ Begin Gathering Evidence	Form Compliance Certification Team/ Fix Problems, Gather Evidence	Draft Narratives Continue Work on Compliance Certification Continue to fix problems		Final Edit/ Approval of Compliance Report	Compliance Report Due to SACS Sept. 8, 2020	Off-Site Peer Review Done; Prepare Focused Report	Focused Report Due to SACS		
QEP Preparation	Plan Strategy	Form QEP Planning Team/Begin Topic ID Process	Identify QEP Topic	Fully Develop QEP Proposal		Solicit Feedback/ Refine QEP	Edit and finalize QEP		Final Review/ Approval of QEP	QEP Due to SACS; Jan. 18, 2021	Fully Implement 1st Phase of QEP	
Follow up! Follow up! Follow up!	Fall 2017 – Spring 2018	Spring 2018	Summer - Fall 2018	Spring 2019	Summer 2019	Fall 2019- Spring 2020	Summer 2020	Follow up! Follow up! Follow up!	Fall 2020	Follow up! Follow up! Follow up!	Follow up! Follow up! Follow up!	Dec. 2021
	<div style="display: flex; justify-content: space-around; align-items: center;"> 2017 ➔ 2018-2019 ➔ 2019-2020 ➔ 2019-2020 ➔ 2020-2021 </div>											

Table: 1	Anticipated Reaffirmation Timeline	
Phase 1		
General Preparation	Spring 2018-Fall 2018	<p style="text-align: center;">Conduct Planning Activities</p> <p>A. Hire Four Assessment Coordinators</p> <ol style="list-style-type: none"> 1. Two (2) Non-Academic 2. Two (2) Academic <p>B. Establish Unit Assessment Coordinators</p> <ol style="list-style-type: none"> 1. Non-Academic Assessment Coordinators 2. Academic Program Assessment Coordinators <p>C. Implement Campus Labs</p> <ol style="list-style-type: none"> 1. Align & Upload Unit Annual Report Outline 2. Align & Upload I.E. Plan Report Outline <p>D. Conduct Training: Campus Labs</p> <ol style="list-style-type: none"> 1. Assessment Day 2. Small Groups and Individual Workshops <p>E. Attend SACSCOC Orientation for SSU</p> <p>F. Establish 2017-2018 Annual Report & I. E. Plan Submission Date</p> <p>(November 1, 2018)</p> <p>(January 18, 2019)</p> <p>(January 28, 2019)</p>

Table 2	Anticipated Reaffirmation Timeline		Continued
Phase 2			
<p>General Preparation</p>	<p>Spring & Summer 2019</p>	<p>Form Leadership Team:</p> <ul style="list-style-type: none"> A. Establish our SACSCOC Leadership Team <ul style="list-style-type: none"> 1. Executive Leadership Council 2. Senior Leadership Council B. Develop Editorial Guidelines C. Establish a Regular Meeting Day and Time D. Receive QEP Suggestion from SSU Personnel E. Establish Guidelines on Choosing a QEP topic F. Research, Review and Write Estimated Budgets <ul style="list-style-type: none"> 1. Meet with Fiscal Affairs 2. Submit QEP Budget 3. Submit SACSCOC On-Site Committee Budget 	

Table 3	Anticipated Reaffirmation Timeline		Continued
Phase 2			
Compliance Preparation	Spring, Summer & Fall 2019	<p>Compliance Certification Development:</p> <ul style="list-style-type: none"> A. Plan Strategy/Form Readiness Assessment Team <ul style="list-style-type: none"> 1. Assign Standards to ELC/SLC Members 2. Recruit Data Extraction Team for Campus Labs B. Begin Readiness Audit Process/Begin Gathering Evidence C. Draft Narratives (SACSCOC Standards) 	
QEP Preparation	Spring, Summer & Fall 2019	<p>Plan Strategy:</p> <ul style="list-style-type: none"> A. Form QEP Planning Team B. Begin Topic ID Process C. Finalize QEP Topic Selection <ul style="list-style-type: none"> ➤ ELC/SLC Vote D. Advertise and Hire a QEP Director E. Research & Write the QEP Literature Review F. Fully Develop QEP Proposal 	

Table 4	Anticipated Reaffirmation Timeline		Continued
Phase 3			
Compliance Finalization	January 2020 March 2020	Edit and Finalize Compliance Certification (CC) and the QEP:	
		A. January 2020 MEET with the Following Teams:	
		1. ELC & SLC	
		2. Assigned Standard Writers	
		3. Data Extraction Team	
		4. Editing Team	
		5. Campus Labs Compliance Assist SSU Rep.	
		6. Compliance Review Sub-Committee	
		B. Produce a Draft Compliance Document:	
		1. Editing Team Finalize CC	
		2. Continue to Fix Problems	
		3. Set Meeting Date for Leadership Final Approval of the CC	

Table 5	Anticipated Reaffirmation Timeline		Continued
Phase 3			
QEP Finalization	January thru March 2020	<p data-bbox="919 305 1136 342">Plan Strategy:</p> <p data-bbox="1014 394 1774 431">A. January 2020 MEET with the Following Teams:</p> <ol data-bbox="1073 483 1738 1065" style="list-style-type: none"> <li data-bbox="1073 483 1272 521">1. ELC & SLC <li data-bbox="1073 573 1520 610">2. Assigned Standard Writers <li data-bbox="1073 662 1444 699">3. Data Extraction Team <li data-bbox="1073 751 1314 789">4. Editing Team <li data-bbox="1073 841 1318 878">5. QEP Director <li data-bbox="1073 930 1738 967">6. Campus Labs Compliance Assist SSU Rep. <li data-bbox="1073 1019 1730 1057">7. Campus Labs Compliance Assist SSU Rep <p data-bbox="1014 1117 1556 1154">B. Produce a Draft QEP Document:</p> <ol data-bbox="1073 1206 1871 1471" style="list-style-type: none"> <li data-bbox="1073 1206 1503 1243">1. Editing Team Finalize QEP <li data-bbox="1073 1295 1499 1333">2. Continue to Fix Problems <li data-bbox="1073 1385 1871 1471">3. Set Meeting Date for Leadership Final Review and Approval of the QEP 	

Table 6	Anticipated Reaffirmation Timeline		Continued
Phase 4			
Over Sight USG	January thru March 2020	<p>Package Documents for USG:</p> <p>A. Prepare <u>Compliance Certification</u> for delivery to USG SACSCOC POC</p> <ol style="list-style-type: none"> 1. Establish Webpage Link 2. Test Run ALL links 3. Forward Link to USG by April 1, 2020 <p>B. Prepare <u>QEP</u> for delivery to USG SACSCOC POC</p> <ol style="list-style-type: none"> 1. Establish Webpage Link 2. Test Run ALL links 3. Forward Link to USG by April 1, 2020 	
Receive Drafts Back from USG	<p>May 18, 2020</p> <p><u>July 1, 2020</u></p>	<p>Meeting with Editing Team and Others:</p> <p>A. Review, Research, Make Corrections</p> <p>B. Forward the Corrected CC and QEP to ELC and SLC for Review, Questions, and Recommendations (If any).</p> <p>C. <u>Set Meeting Date and Time for Documents Final Review and Approval from SSU Leadership.</u></p> <p>D. Assemble Documents for submission to SACSCOC</p> <ol style="list-style-type: none"> 1. CC submit by September 1, 2020 2. QEP submit by January 18, 2021 	

Table 7	Anticipated Reaffirmation Timeline		Continued
Phase 5			
Focused Report Preparations	Date of Receipt: TBA Date of Submission: TBA	Focused Report: <ol style="list-style-type: none"> 1. Receive Feedback from the SACSCOC Off-Site Committee. 2. Research, Review, Correction and Prepare the Focused Report. 3. Submit and Receive Back Editing Team’s Corrected Focused Report. 4. Forward the Focused Report to ELC and SLC for Review, Questions, and Recommendations (If any). 5. Set Meeting Date for Leadership Review and Final Approval of the Focused Report 6. Prepare Focused Report for SACSCOC Submission (Date of submission TBA) 	

Table 8	Anticipated Reaffirmation Timeline		Continued
Phase 5			
Focused Report Preparations	<p>Date of Receipt: TBA</p> <p>Date of Submission: TBA</p>	<p>Focused Report:</p> <ol style="list-style-type: none"> 1. Receive Feedback from the SACSCOC Off-Site Committee 2. Research, Review, Correction and Prepare the Focused Report 3. Submit and Receive Back Editing Team’s Corrected Focused Report. 4. Forward the Focused Report to ELC and SLC for Review, Questions, and Recommendations (If any). 5. Set Meeting Date for Leadership Review and Final Approval of the Focused Report. 6. Prepare Focused Report for SACSCOC Submission (Date of submission TBA) 	

Table 9	Anticipated Reaffirmation Timeline		Continued
Phase 5			
SACSCOC On-Site Preparations	February 2021 thru March 26, 2021	<p>SACSCOC On-Site Visit Action Items:</p> <ol style="list-style-type: none"> 1. Obtain Reaffirmation Committee Roster from SACSCOC 2. Contact SACSCOC Staff Rep. and Reaffirmation Committee’s Chair 3. Submit to them SSU’s Information Outline for Committee Visit 4. Make Hotel Accommodations 5. Establish Meal Protocol 6. Solidify Transportation <ol style="list-style-type: none"> a. From and to the Airport b. From the Hotel and Campus 7. Purchase a polite gift 8. Establish a on campus work space 9. Establish Mandatory Attendance of all ELC and SLC (Limit Vacation Request) 10. Have Umbrellas on the ready 11. Market QEP Topic and purchase paraphernalia for campus aesthetics 12. Purchase workroom supplies 	

Table 10	Anticipated Reaffirmation Timeline		Continued
Phase 5			
Respond to On-Site Committee Report	<u>TBA</u>	<p>On-Site Committee's Report Response Steps:</p> <ol style="list-style-type: none"> 1. Receive Feedback from the SACSCOC On-Site Committee's Report 2. Research, Review, Correction and Prepare the Response to the On-Site Committee's Report 3. Submit and Receive Back Editing Team's Corrected of the Report 4. Forward the said Report to ELC and SLC for Review, Questions, and Recommendations (If any). 5. Set Meeting Date for Leadership Review and Final Approval of the On-Site Committee's Report 6. Prepare Report for SACSCOC Submission (Date of submission TBA) 	