

Student Affairs Assessment & Evaluation REPORTING TIMELINE* 2016-2017



May 2017						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

August 2017						
S	M	T	W	TH	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Performance Evaluation Period..... Apr 30-May 1, 2017
- AVCs submit 2016-2017 Progress Reports to Dr.G..... May 1, 2017
- Dr. G submits *Interim Internal Report* to EVC....Jun 2, 2017
- Academic Year ends.....Jun 16, 2017
- Units upload 2016-2017 **Unit Goals & Metrics Reports** and **Assessment Reports** to Compliance Assist.....Jul 6, 2017
- 2017-2018 AVC Area Goals and Metrics Submission Form (2nd draft)** due to A&E workgroup.....Jul 11, 2017
- M & E begin *Internal Report* draft.....Jul 12, 2017
- M & E submit *Internal Report* draft to A&E workgroupJul 18, 2017
- A&E workgroup submits **Internal Report (draft)** edits to M & EJul 26, 2017
- A&E workgroup submits **Internal Report (final draft)** to Dr. G.....Aug 1, 2017
- A&E workgroup identifies data for **External Report** to M & E.....Aug 4, 2017
- Dr.G submits *Internal Report* to EVC.....Aug 18, 2017
- A&E workgroup submits:.....Aug 18, 2017
 - **2017-2018 Goals and Metrics Submission Form (3rd /Final draft)** to Dr.G
 - **External Report edits and photos** to M & E
- M & E submit *External Report* (draft) edits to Dr.G.....Aug 25, 2017
- M & E send *External Report* to AS Graphics....Sep 5, 2017
- AS Graphics sends *External Report* to printer..Oct 1, 2017
- External Report* (draft) ready for distribution.Nov 1, 2017

Notes:

- Items in **bold** are delegated to the A&E workgroup
- A & E: Assessment and Evaluation workgroup
- M & E: Marlene and Estefania

*Timeline subject to change

Last Updated: 12 July 2017 | For questions please contact Marlene Lowe (mplowe@ucsd.edu)