2013-14 Unit Assessment Reporting must be complete for IPAR by May 15, but IPAR is expecting that COE will review internally to ensure compliance. IPAR will not commence a compliance review of reports until July 1. To attempt to alleviate faculty fears of a repeat of summer 2013, OAA will set an internal deadline for 2013-14 submissions of May 11 at 11:59pm. This will allow OAA May 12-13 to review all COE unit assessment reports and provide additional feedback to departments by May 14 at the latest. Alternatively, as program UACs complete their 2013-14 reports email to notification to OAA (Lys & Worthington) will allow OAA to commence an internal review before the internal COE deadline.

To avoid potential issues with 2013-14 reporting, to keep UAC’s work within the May 15 timeline, and to keep the COE and ECU overall in compliance, OAA suggests that department chairs and UACs take advantage of the following opportunities and make unit assessment reporting a firm part of their end of semester departmental activities:

1. Schedule an SACS Reporting Update meeting with OAA – OAA has worked with department chairs and UACs to schedule these.
   a. All department meetings set except for SEFR (as this update).
2. Review current Unit Assessment Report in TracDat and task program faculty with collecting necessary data for 2013-14 report preparation. If possible, bring data to department meeting with OAA.
3. Plan time and space for program faculty, UACs and department chairs to meet 2013-14 reporting deadline.
4. Attend OIA/IPAR sponsored sessions, as needed:
   a. Brown Bag Lunch on April 21 from 12-1pm in GC 1200 – bring questions and concerns to share with OIA staff.
   b. TracDat Training for New Users on May 1 from 3-5pm in GC 1200 – strongly recommended for new users only.

### COE Reporting Timeline

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Tasks</th>
<th>Person(s) Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early-April</td>
<td>Department Chairs/UACs/Faculty meet with OAA to review Assessment Report changes from IPAR</td>
<td>Chairs, UACs, faculty, OAA</td>
</tr>
<tr>
<td>Late-April through early May</td>
<td>Department Chairs/UACs/Faculty meet to complete 2013-14 reports. Chairs and ARC reps assist with department review prior to OAA review.</td>
<td>Chairs, ARC, UACs, faculty</td>
</tr>
<tr>
<td>May 11 at 11:59pm</td>
<td>UACs complete 2013-14 reporting in TracDat; ready for OAA review.</td>
<td>UACs, faculty, Chairs, OAA</td>
</tr>
<tr>
<td>May 12-13</td>
<td>OAA reviews all COE reports and provides feedback to chairs &amp; UACs based on new guidelines</td>
<td>Chairs, OAA</td>
</tr>
<tr>
<td>May 15</td>
<td>Unit assessment reports due – FINAL – in TracDat</td>
<td>UACs, Faculty, Chairs</td>
</tr>
<tr>
<td>July 1</td>
<td>IPAR locks reports for review and prep to submit to SACS</td>
<td>IPAR, OAA</td>
</tr>
</tbody>
</table>
2013-14 Unit Assessment Reporting for SACS

For all COE degree and certificate programs, consider using these sentence starters for drafting reports in the following two sections of the Assessment Report. Then, these responses can be copy/pasted into TracDat by the UAC.

Actions Taken, Results, & Analysis of Results:
1. Describe the curricular or pedagogical actions taken to improve student learning in the current reporting year. (This is the former Follow-up Action)
   a. Based on AY 2012-13 results, the following (curricular/pedagogical) actions occurred in AY 13-14... These changes were designed to improve student learning by...
2. Summarize results from the means of assessment (MOA).
   a. XX% of candidates (n=xx) scored xx on rubric...
   b. Add or relate larger dataset of results in related documents.
   c. Reference rubrics uploaded in Criterion for Success. As appropriate.
3. Based on review of assessment results, student products or judgment, identify an area or areas of student learning that can be improved in order to meet the stated outcome.
   a. Based on 2013-14 results, program faculty determined to focus on xxx to be targeted for improvement in AY 2014-15...
   b. General focus for program improvement.
   c. Add meeting minutes to document decision making process in Related Documents in TracDat. As needed.

Actions Planned for the Next Reporting Year:
4. Describe the curricular or pedagogical actions planned for the next reporting year to improve the identified area or areas of student learning.
   a. Program faculty will make the following (curricular/pedagogical) actions/changes in AY 2014-15... Faculty believe this will improve student learning because... (based on research, on professional judgment, etc...)
   b. Provide specific curricular/pedagogical changes for program improvement and enhanced student learning.