The graphic below was designed by the Faculty Assessment Fellows in 2023. It illustrates an annual timeline for programs to plan assessment of learning outcomes.

**April/May**
*Data Collection & Analysis*
Gather data collected over the course of AY for the November report and analyze it.
Make notes on the data collection process to use in the final report.

**February**
*Know Your PLOs*
Refer to the November Annual Report to know which PLO(s) you will assess for AY.
Identify faculty, courses, and instruments contributing to the assessments.

**September**
*Assessment Review and Planning*
Discuss findings from data collection and analysis from former AY with department faculty.
Consider insights and areas of continuous improvement.
Know which PLO(s) you will assess for the academic year (following the last year's annual PLO report).
Consider what data you will need to collect for the next assessment.

**October**
*Report Writing*
Write your annual report using the template supplied by the Office of Academic and Administrative Assessment.

**November**
*Annual Report Due November 1st*

Designed by the FIT 2023 Assessment Faculty Fellows