

Houston Baptist University  
Institutional Effectiveness Process Timeline

This document outlines the process that meets the requirements for SACSCOC Core Requirement 2.5 and Comprehensive Standard 3.3.1.

<b>When</b>	<b>Who</b>	<b>What</b>
August	All Departments SACCOC Academic Assessment Committee SACSCOC Administrative Assessment Committee Assessment Plan Writers	Meetings with writers and reviewers
September	All Departments SACCOC Academic Assessment Committee SACSCOC Administrative Assessment Committee Assessment Plan Writers All Deans and Vice Presidents	September 15 <sup>th</sup> – writing and Dean/VP Sign-Off deadline for previous cycle report and current cycle plan. All documents uploaded to Xitracs. Reviewing process begins.
October	All Departments SACCOC Academic Assessment Committee SACSCOC Administrative Assessment Committee	October 15 <sup>th</sup> – deadline for the reviewing process
March	Selected Departments	Preliminary deadline for any previously delinquent documents
May	General Education Committee Executive Council	General Education Report completed. 10 Pillars Report completed. General Education Plan written.
June/July	Executive Council	Executive Council reviews the 10 Pillars Report. 10 Pillars Plan written.

All Assessment Documents following the schedule of prior year report and current year plan due in September and are reviewed until mid-October. The General Education and 10 Pillars documents are reviewed from mid-September to mid-October but are due earlier in May and June (respectively) to allow for their host plans to best incorporate the information needed.