

ACADEMIC ASSESSMENT PROCESS TIMELINE FOR 2026-2027

The following timeline summarizes when certain projects must be submitted into Watermark's academic assessment software, [Planning & Self-Study \(P&SS\)](#). If the faculty have any questions about this process, they are free to contact the Office of Institutional Effectiveness at assess@hartford.edu.

Target Date	Scheduled Essential Learning Outcomes (ELO) Bachelor's Programs Only	Annual Program Learning Outcomes (PLO) Assessment: Undergraduate Programs and Graduate Programs
Planning: Thursday, October 1 st , 2026	If assigned to work on ELO assessment, assigned faculty submit the Assessment Planning form for each assigned program's ELO assessment into Watermark's Planning & Self-Study (P&SS) assessment software. The pre-survey is uploaded to P&SS by either the faculty member or the Office of Institutional Effectiveness.	Faculty revisit program learning outcomes in Watermark's Planning & Self-Study (P&SS) assessment software to see if they are measurable. If not measurable, faculty consider revising them. Faculty identify which assignments from which courses will be used to evaluate the chosen program learning outcomes. They fill out the Assessment Planning form . It is recommended to choose a different outcome and course from last year's assessment.
Preparation and Data Collection: Thursday, December 31 st , 2026	Participating faculty complete the ELO assessment training , which consists of norming the AAC&U rubrics and learning about the university assessment process. Faculty collect data if there is data assigned to be collected in the Fall. If the program is working on the Written Communication ELO, the Office of Institutional Effectiveness will assign a writing coder by this date.	Faculty identify and document an assessment project idea or "Measure" at this time. This step will require identifying a course, assignment, and rubric. Faculty collect data if there is data assigned to be collected in the Fall.
Mid-Year Checkpoint and Data Collection: Friday, January 29 th , 2027	Programs collect fall student assignments to use for the ELO assessment. It is recommended that the Scoring Form and Closing the Loop forms be submitted into P&SS by Friday, <u>January 29th, 2027</u> . For spring student assignments : confirm with instructor(s) the specific assignment, when student work will be submitted and to whom, and that the assignment reflects all criteria in the assessment rubric.	The faculty collect fall student data on identified assignments. If Fall data are collected, it is recommended to submit that data into P&SS by <u>January 29th, 2027</u> . For spring student assignments : confirm with instructor(s) the specific assignment, when student work will be submitted and to whom, and that the assignment reflects all criteria in the assessment rubric.
Data Analysis and Reporting: Friday, May 21 st , 2027	The Scoring Form and Closing the Loop form for Fall and Spring data are submitted into Planning & Self-Study no later than <u>Friday, May 21st, 2027</u> .	The faculty submit student data, instructions, and evaluation criteria (e.g., rubrics) for assignments related to at least two program learning outcomes as well as next steps in response to the data collected into Planning & Self-Study no later than Friday, <u>May 21st, 2027</u> .
Recognition: Friday, July 30 th , 2027	Faculty are awarded \$50 for each ELO assessment completed and \$50 for participating in the ELO training.	
Feedback and Planning New Cycle: Wednesday, September 30 th , 2027	The Office of Institutional Effectiveness (OIE) and/or the Assessment Coordinators will notify programs of ELO assignments for the upcoming year. The faculty receive feedback on their academic assessment report from the Assessment Leadership Team.	