

This guide is designed to support faculty who are starting a new assessment cycle.

3-YEAR CYCLE EXPLAINED

At the beginning of each three-year cycle, programs must determine how they will structure their program review activities. Two approaches are available:

- **Single Review** – assessing all Program Learning Outcomes (PLOs) within the cycle.
- **Staggered Review** – assessing selected PLOs at different points across the cycle.

A **single review** may be preferred for ABET-accredited programs, as it ensures that two years of data are collected for all PLOs within the same time frame. This approach may also be advantageous for programs with a smaller number of outcomes, where reviewing all PLOs simultaneously is more manageable.

A **staggered review** may be better suited for programs that wish to alternate the types of activities conducted across PLOs. In this model, every PLO is addressed within the three-year period, but planning, assessment, and evaluation activities are distributed over time. This allows faculty to focus on a smaller set of outcomes in greater depth, while balancing workload across the cycle.

Regardless of the method selected, the review process remains cyclical, supporting evaluation based on longitudinal data. This approach enables faculty to identify trends, make evidence-based improvements, and plan for future assessments. The table below illustrates how program review activities are scheduled under each approach.

3 YEAR CYCLE			
	AY2425	AY2526	AY2627
ALL PLOs ON SAME CYCLE			
ALL PLOs	YR 1 PLANNING: -Review curricular elements -Report on review activities -Create action plan for next 2 years	YR 2 ASSESSING: -Collect data -Report on 1st yr data -Continue/modify current action plan	YR 3 ASSESSING & EVALUATING: -Collect data -Evaluate the 2 years of data -Report on current cycle & recommend next steps
STAGGERING PLOs INTO TWO GROUPS			
PLOs 1-3	YR 1 PLANNING: -Review curricular elements -Report on review activities -Create action plan for next 2 years	YR 2 ASSESSING: -Collect data -Report on 1st yr data -Continue/modify current action plan	YR 3 ASSESSING & EVALUATING: -Collect data -Evaluate the 2 years of data -Report on current cycle & recommend next steps
PLOs 4-6		YR 1 PLANNING: -Review curricular elements -Report on review activities -Create action plan for next 2 years	YR 2 ASSESSING: -Collect data -Report on 1st yr data -Continue/modify current action plan
STAGGERING PLOs INTO THREE GROUPS			
PLO 1&2	YR 1 PLANNING: -Review curricular elements -Report on review activities -Create action plan for next 2 years	YR 2 ASSESSING: -Collect data -Report on 1st yr data -Continue/modify current action plan	YR 3 ASSESSING & EVALUATING: -Collect data -Evaluate the 2 years of data -Report on current cycle & recommend next steps
PLO 3&4		YR 1 PLANNING: -Review curricular elements -Report on review activities -Create action plan for next 2 years	YR 2 ASSESSING: -Collect data -Report on 1st yr data -Continue/modify current action plan
PLO 5&6			YR 1 PLANNING: -Review curricular elements -Report on review activities -Create action plan for next 2 years

UNDERSTANDING CYCLE ACTIVITIES

There are three parts to the assessment cycle:

Year 1 – Planning: This step is a critical part of the assessment cycle. Faculty will review and update the wording of Program Learning Outcomes (PLOs) and revise curriculum maps as needed. Together, they will identify key questions to be addressed and determine which metrics should be reviewed to evaluate whether adequate learning is taking place. Courses for assessment will be selected, and performance expectations (i.e., benchmarks, metrics, and competency levels) will be established. Finally, faculty will document their review activities and develop an action plan to guide improvements over the next two years. These details are entered into Xitracs, and all supporting documentation should be uploaded to your [CIA Teams Channel space](#).

Year 2 – Assessing: Faculty will collect the assessment data identified in the action plan. Data should be compiled and documented at the end of each semester. At the close of the academic year, faculty will summarize results, identify any necessary revisions to the action plan based on findings, and record these details in Xitracs. All supporting documentation should be uploaded to your [CIA Teams Channel space](#).

Year 3 – Assessing & Evaluating: Faculty will continue to collect the assessment data identified in the current action plan. Data should be compiled and documented at the end of each semester. At the close of the academic year faculty will summarize and report results for the last two years, reflect on the cycle activities, make recommendations for an action plan for the next three-year cycle, and record these details in Xitracs. All supporting documentation should be uploaded to your [CIA Teams Channel space](#).

YEAR 1 - PLANNING YEAR		
START OF THE YEAR	DURING THE YEAR	END OF THE YEAR
<ul style="list-style-type: none"> -Identify outcome(s) to review this cycle -If an outcome(s) needs to be modified initiate UCC approval processes -Review/update curriculum map based on current assessments and course catalog offerings -Identify key faculty to collaborate on assessment cycle activities & setup touchpoint meetings 	<ul style="list-style-type: none"> -Review suggested actions from the prior review cycle and define your assessment project -Outline any interventions that will be implemented -Identify relevant courses from which you will gather assessment data -Determine which assessment(s) will be used -Establish performance expectations -Document your planning activities and compile evidence of the review process 	<ul style="list-style-type: none"> -Develop an action plan to be implemented over the next two years -Upload all review-related activities and supporting materials to SharePoint -Complete all required fields within the program module in Xitracs
YEAR 2 - ASSESSING YEAR		
START OF THE YEAR	DURING THE YEAR	END OF THE YEAR
<ul style="list-style-type: none"> -Connect with faculty involved with the action plan -Initiate any interventions from action plan 	<ul style="list-style-type: none"> - Collect data using the methods specified in the action plan - Analyze and summarize the results, noting if expectations were achieved and the relevant data distribution - Upload supporting evidence and documentation to the designated SharePoint folder 	<ul style="list-style-type: none"> -Analyze the data -Submit a summary report outlining expectation details from your first year of data -Submit a plan to collect more data; note any modifications that need to be made for second year based on first year experiences -Upload evidence of outcomes to SharePoint -Complete all required fields within the program module in Xitracs
YEAR 3 - ASSESSING AND EVALUATING YEAR		
START OF THE YEAR	DURING THE YEAR	END OF THE YEAR
<ul style="list-style-type: none"> -Connect with faculty involved with the action plan -Initiate any interventions from action plan 	<ul style="list-style-type: none"> - Collect data using the methods specified in the action plan - Analyze and summarize the results, noting if expectations were achieved and the relevant data distribution - Upload supporting evidence and documentation to the designated SharePoint folder 	<ul style="list-style-type: none"> -Analyze the data -Submit a summary report outlining expectation details from the two years of data collection -Evaluate and reflect on the current action plan and make recommendations for the upcoming 3-year cycle -Upload evidence of outcomes to SharePoint -Complete all required fields within the program module in Xitracs

ADDITIONAL RESOURCES

Visit the [Continuous Improvement & Accreditation \(CIA\) Teams](#) space to access these applicable resources.

Year 1 Assessment Cycle Guide

Year 2 Assessment Cycle Guide

Year 3 Assessment Cycle Guide

Xitracs Guide