

## University of Florida Accreditation and Assessment Cycle 2011-2014

Compliance Certificate Due: September 10, 2013

SACS Visit: February 2014

Accreditation and Assessment	Program/Unit	Due Dates	Time Frame Covered	Method of Submission and Responsible Person for Submission
<b>Assessment Reports</b> <ul style="list-style-type: none"> <li>• Mission Statement</li> <li>• Student Learning Outcomes</li> <li>• Curriculum Map</li> <li>• Assessment Cycle</li> <li>• Methods &amp; Procedures</li> <li>• Assessment Oversight</li> </ul>	Undergraduate	May 18, 2012: Initial Submission  October 1, 2012: Revised submission (if requested)	2011-12 Academic Year	Email Word document to Institutional Assessment, overseen by unit's designated SACS Coordinator
	Certificates	February 1, 2013: Initial Submission  TBD - Revised submission	2012-13 Academic Year	
	Graduate/Professional	March 1, 2013: Initial Submission  TBD - Revised submission	2012-13 Academic Year	
<b>Assessment Data Reporting</b>	Undergraduate	October 14, 2011	2010 – 2011	Entered into Compliance Assist! software, overseen by unit's designated SACS Coordinator
		October 12, 2012	2011 – 2012	
		May 2013 (goals only) October 2013 (results and evaluation)	2012 – 2013	
		October 2014	2013 – 2014	
	Graduate/Professional	October 12, 2012	2011 – 2012	
		May 2013 (goals only) October 2013 (results and evaluation)	2012 – 2013	
		October 2014	2013 – 2014	
	Certificates	May 2013 (goals only) October 2013 (results and evaluation)	2012 – 2013	
		October 2014	2013 – 2014	

<p>Institutional Effectiveness Documentation Report</p> <ul style="list-style-type: none"> <li>• Mission Statement</li> <li>• College Goals</li> <li>• Program Goals &amp; SLOs</li> <li>• Administrative Support Services</li> <li>• Academic and Student Support Services</li> <li>• Research</li> <li>• Community and Public Service</li> <li>• Effectiveness Oversight</li> </ul>	College/VP/SVP	<p>November 30, 2012 - Initial submission</p> <p>TBD - Revised submission</p>		<p>Email Word document to Institutional Assessment by unit's designated SACS Coordinator</p>
<p>Credentialing</p> <ul style="list-style-type: none"> <li>• Terminal degree</li> <li>• Terminal degree discipline</li> <li>• Brief CV</li> <li>• Official transcript for terminal or relevant degree</li> </ul>	Academic Coordinators	September 28, 2012		<p>Email Excel spreadsheet to Institutional Assessment by unit's designated SACS Coordinator</p>
	Faculty	July 1, 2013		<p>CVs are saved as an attachment to each faculty member in the Compliance Assist! software. CVs will be jointly entered by either Institutional Assessment or overseen by unit's designated SACS Coordinator.</p> <p>Transcripts are kept at the colleges/depts., and made available in the Resource Room for the SACS COC onsite visit in February 2014.</p>

Note: Each unit's designated SACS Coordinator has established internal processes for submission of this information so please check with your unit's SACS Coordinator for specific information.

## University of Florida Annual Accreditation and Assessment Cycle

Accreditation and Assessment	Program/Unit	Annual Due Date Time Frame	Time Frame Covered	Method of Submission, Responsible Person for Submission, Notes
<b>Assessment Report (annual update)</b> <ul style="list-style-type: none"> <li>• Mission Statement</li> <li>• Student Learning Outcomes</li> <li>• Curriculum Map</li> <li>• Assessment Cycle</li> <li>• Methods &amp; Procedures</li> <li>• Assessment Oversight</li> </ul>	Certificates, Undergraduate, and Graduate/Professional Programs	May	Current academic year	Email Word document to Institutional Assessment, overseen by unit's designated SACS Coordinator
<b>Assessment Data Reporting</b>	Certificates, Undergraduate, and Graduate/Professional Programs	October	Previous academic year	Enter online in the Compliance Assist! software, overseen by unit's designated SACS Coordinator
<b>Institutional Effectiveness Documentation Report (annual update)</b> <ul style="list-style-type: none"> <li>• Mission Statement</li> <li>• College Goals</li> <li>• Program Goals &amp; SLOs</li> <li>• Administrative Support Services</li> <li>• Academic and Student Support Services</li> <li>• Research</li> <li>• Community and Public Service</li> <li>• Effectiveness Oversight</li> </ul>	College	November	Current academic year	Email Word document to Institutional Assessment, overseen by unit's designated SACS Coordinator
<b>Credentialing</b> <ul style="list-style-type: none"> <li>• Terminal degree</li> <li>• Terminal degree discipline</li> <li>• Brief CV</li> <li>• Official transcript for terminal or relevant degree</li> </ul>	Academic Coordinators	September	Current academic year	Email Excel spreadsheet to Institutional Assessment by unit's designated SACS Coordinator

**NOTES:**

Each unit's designated SACS Coordinator has established internal processes for submission of this information so please check with your unit's SACS Coordinator for specific information.

Assessment Data (annual division goals, program goals, and student learning outcomes) is collected annually as evidence of annual engagement of the institutional effectiveness process.

The Institutional Effectiveness Documentation Process report describes the process within each unit, since that information is not available with the annual data collection.

The Academic Assessment Plans document the review process for program goals and student learning outcomes for the degree programs.

The Credential documents provide evidence of compliance with Comprehensive Standard 3.7.1, Faculty Competence.