**Action Steps for Managing 2020Assessment Plans**

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| **Action** | **Send Action To** | **Deadline** |
| Review the list of programs provided by Institutional Effectiveness and identify programs that are no longer offered *(See additional steps on next page)* | Chris Hightower | September 18 |
| Identify Assessment Ambassadors within the School or College | Chris Hightower | September 18 |
| Submit list of programs that have completed the 2020 Assessment Plan | Marsha Ramsey | October 2 |
| Submit list of programs that have completed the 2020 Assessment Map | Marsha Ramsey | October 9 |
| Submit list of programs that have uploaded electronic copies of their Measures and Evaluation Tools to the designated Box Folder | Marsha Ramsey | November 13 |
| Submit completed Assessment Map and Reports for each program | Provost Dahlberg | December 16 |
| Final reviews of Assessment Reports and notify programs that require revisions to their reports | Assessment Ambassador(s) | January 13 |

**Notification Process for Discontinued Academic Programs**

Notification of Discontinued Academic Programs is required for Undergraduate and Graduate Degree programs, Certificate programs, Minors, and Distance Education Programs (online only). Follow the steps below to notify the appropriate TCU contacts and remove the program from active TCU records.

1. Update Chris on programs that are missing or should be off your list
2. Be sure to contact the Registrar’s for Errors in program names

1. Officially drop or add programs through your college/school faculty curriculum committee, undergrad/grad council, and university council.