



Assessment Liaison Information for Fall 2020

20-21 Plans & 19-20 Reports for Support Units

Key Information:

- Assessment Plans and Reports will be reviewed by a SACS-COC Peer Reviewer next fall. Your feedback is critical for high-quality Plans and Reports.
- Liaisons may set their own internal deadlines for the *first drafts* of the Plan and Report. The dates we propose are suggestions.
 - 19-20 Report: The **hard** deadline for this Report is **December 18**.
 - 20-21 Plan: The **hard** deadline for this Plan is **November 20**.
- Use the *Reject Form* feature if revisions are necessary and if you would like to review the submission a second time after revisions are made.

Specific Considerations for 19-20 Reports:

- Though there is some flexibility allowed for 19-20 Plans (see the [Tips & Strategies](#) resource), units must include **at least one** data-informed action that describes a change intended to improve one or more of the outcomes/objectives.
- Academic and student support units must disaggregate their results by unique student population group(s) and/or by location, if applicable. All units should also disaggregate results derived from student measures by demographics for which they have information (e.g., race/ethnicity, gender, first generation status, etc.)

New features:

- *Tasks*
 - This feature allows you to assign tasks to Program Coordinators that should be completed by a certain date. When a task is assigned, an email notification will be sent to the Program Coordinator notifying them to log in and complete the task. This may be useful when the *Reject Form* feature is used to request revisions in the Plan or Report, because the system does not automatically send a notification to the Program Coordinator when a Liaison rejects a form. Please see pg. 31 of the [20-21 Assessment Guidelines](#) manual for detailed information about how to use Tasks.
- *Form History*
 - The Form History feature allows liaisons to easily determine whether Program Coordinators made changes to the assessment form between feedback iterations. See pg. 32 of the [20-21 Assessment Guidelines](#) manual for detailed information about how to use Form History.

More liaison-specific information, including feedback considerations for each section of the Plan/Report, can be found on pages 30-35 of the [20-21 Support Unit Assessment Guidelines](#) manual.