

AES Assessment Calendar of Unit Deliverables 2020-2021

Assessment Deliverables	Due Date	Template Name	Working Session Dates
Completed Unit Action Plan Form submitted by AES units to Division AES Council Representative	August 20th, 2020	AES Unit Action Plan (pdf)	
Unit Mission Revision or Reaffirmation by AES units submitted to Division AES Council Representative	October 15th, 2020	Mission Audit File: AES Unit Mission Audit Template (xlsx) ¹ Mission Evaluation Rubric: Rubric to Assess AES Unit Mission (pdf)	September 17th, 2020
Submission of the following by AES units to Division AES Council Representative: <ol style="list-style-type: none"> Unit Mission Mapping to College Mission <ul style="list-style-type: none"> Unit Values/Purpose Mapping to College Mission (<u>OPTIONAL</u>; <i>Non-Student-Facing Units ONLY</i>) Unit Mission Alignment to Institutional Learning Outcomes (ILOs) (<i>Student-Facing Units ONLY</i>) Unit Goals/Outcomes Mapping to Strategic Plan Objectives 	October 30th, 2020	<ol style="list-style-type: none"> Alignment of Unit Mission to College Mission Template (docx) <ul style="list-style-type: none"> Alignment of Unit Values/Purpose to College Mission Template (docx) Alignment of Unit Mission to College Institutional Learning Outcomes, Student-Facing Units (docx) For Student-Facing AES Units: Unit Goal and Outcome Alignment to the College Strategic Plan Objectives, Student-Facing Units (xlsx) For Non-Student-Facing AES Units: Unit Goal and Outcome Alignment to the College Strategic Plan Objectives, Non-Student-Facing Units (xlsx) 	<ol style="list-style-type: none"> September 17th, 2020 <ul style="list-style-type: none"> September 24th, 2020 September 24th, 2020 October 1st, 2020
4. Completed Detailed AES Assessment Planning Document submitted by AES units to Division AES Council Representative	December 1st, 2020	4. For Student-Facing AES Units: Detailed, Unit-level Assessment Planning Document Template, Student-Facing Unit (xlsx) For Non-Student-Facing AES Units: Detailed, Unit-level Assessment Planning Document Template, Non-Student Facing Unit (xlsx)	4. October 8th, 2020
5. Annual AES Unit Assessment Reports Due to Division Heads and AES Council Representatives for Review	June 30th, 2021²	5. For Student-Facing AES Units: Annual AES Unit Assessment Report Template for Student-Facing Units DRAFT (docx) For Non-Student-Facing AES Units: Annual AES Unit Assessment Report Template for Non-Student-Facing Units DRAFT (docx)	5. Overview - Nov 5th, 2020 <ul style="list-style-type: none"> Student-Facing Template Part I – February 11th, 2021 Non-Student-Facing Template Part I – February 18th, 2021 Student-Facing Template Part II – February 25th, 2021 Non-Student-Facing Template Part II – March 4th, 2021

Notes: 1. All files can be found at brooklyn.cuny.edu/IE/aes-assessment

2. The submission date of the Annual AES Unit Assessment Report is ultimately at the discretion of the Division Head.