WEAVE ID is your PeopleSoft ID. If you do not remember your password, click reset password and a temporary password will be sent to you.

1. **Beginning of the Year**
   A. Mission (pages 14-17)
      Review/Revise Add
   B. Assessment Essentials
      a. Outcomes/Objectives (pages 17-23)
         Migration Clean-up – Copy Associations
         Review/Revise/Delete 2007-08 Outcomes/Objectives
         Add new Outcomes/Objectives
      b. Measures (pages 23-26)
         Review/Revise/Delete 2007-08 Measures
         Add “Source of Evidence”
         Review/Revise Target Level of Achievement
         Add New Measures
         Add Target Level of Achievement (pages 26-28)

   **DEADLINE SEPTEMBER 15, 2008**

2. **Monthly (Recurring meeting to self)**
   A. Progress on Measures – Add Findings (page 27)
   B. Progress on Action Plans (pages 28-30)
   C. Notes in Analysis Questions (pages 30-32)
   D. Notes in Annual Report (pages 33-38)

3. **End-Of-Year**
   A. Measures
      a. Finalize Findings (pages 25-26)
      b. Determine end-Of-Year status (Met, Partially Met, Not Met)
         i. Develop Action Plan for all partially met or not met
   B. 2008-09 Action Plans (pages 28-30)
      a. Finalize Findings
      b. Update status
   C. Analysis (pages 31-32)
      Finalize answers to Questions
   D. Annual Report (pages 33-38)
      Finalize comments in annual report
      Summarize annual report in Executive Summary

4. **Other**
   Program Health Review (Technical Programs)(Additional information will be coming within the next week.)
   a. Determine Target Levels (page 26)
   b. October – Data into Findings (IR/IE and PC) (page 27)
   c. December – Comments in Analysis (page 31-32)