



Assessment and Continuous Improvement Report Workflow Protocol

Report Due Dates and Process

All departments will be required to complete an Assessment and Continuous Improvement (ACI) Report and submit it to the Assessment Committee by the deadline designated on the letter of initial report request or prior consensus feedback report. The Assessment Committee will provide feedback (in the form of a Consensus Feedback Summary) to the program within 90 days of receipt of the report, and notify the department director/lead when their next report is due. The ACI Reports, along with the Consensus Feedback Summary from the Assessment Committee, will also be shared with The Institutional Planning Committee.

Report Submission

Submit reports online:

https://heritage.jotform.com/team/accreditation/aci_report_submission

Continuous Program Review

Reports will be due the *last day of the month indicated in communications from the Committee (or earlier!)* annually, bi-annually, or tri-annually based on the results of the previous report. Due dates and cycle results will be published by the committee.

- Reports scoring a cumulative of 3.5 or higher overall will be required to submit an updated/new report in the third year (3 year cycle) after submission.
- Reports scoring a cumulative of 2.5 to 3.4 overall will be required to submit an updated/new report in the second year (2 year cycle) after submission.
- Reports scoring a cumulative of 1.5 to 2.4 overall will be required to submit an updated/new report the following year (1 year cycle) after submission.
- Reports scoring below a cumulative 1.5 overall will be required to submit an interim report and meeting with a peer mentor.