

INSTITUTIONAL ASSESSMENT PROCESS

Purpose

The purpose the five-year institutional assessment process is as follows:

- to promote and maintain high quality programs and services by assessing status to develop future-focused action plans;
- to promote meaningful communication in support of ongoing improvement; and,
- to fulfill accreditation requirements.

Characteristics

Each five-year institutional assessment should:

- be forward looking;
- emphasize evaluative analyses not descriptive information (link to existing College reports);
- make informed judgments about quality of the department, curriculum, learning outcomes, services, resources, and future directions;
- conduct concise appraisals of strengths, weaknesses, opportunities, and threats;
- incorporate recent external accreditations; and,
- link directly to the Strategic Plan and budget.

Timeline for Service Departments & Instructional Departments (or on Accreditation Cycle)

Spring Semester: Develop surveys/scans and how the data will be collected and complete the following sections of the Institutional Assessment:

- Department's Relationship to the College Mission and Strategic Plan
- Summary of Departmental Activities, Assessment and Use of Results

Fall Semester: Complete the following sections of the Institutional Assessment:

- Internal and External Data Collection and Analyses
- Cost Per FTE and Trend Analysis
- SWOT
- Action Plans

November 1: Forward completed assessment to Vice President/President

INSTITUTIONAL ASSESSMENT REPORT

DEPARTMENT / YEAR

Department's Relationship to the College Mission and Strategic Plan

(completed Spring semester or on accreditation cycle)

In a paragraph or two, discuss how the department's work carries out the Mission and Strategic Plan.

Summary of Departmental Activities, Assessment and Use of Results

(completed Spring semester or on accreditation cycle)

(may include process flowchart)

Provide a brief overview of major accomplishments since the last review and how assessment results have been used to improve services/learning outcomes.

Internal and External Data Collection and Analysis

(completed by Fall semester or on accreditation cycle)

Gather and analyze relevant internal and external data (link to data).

Annual Cost per FTE and Trend Analyses

(completed by Fall semester)

Provide cost per FTE and analyze for the period being evaluated.

SWOT Analysis

(completed by Fall semester)

Using the data collected and analyzed, complete a SWOT analysis. Reference and link data for each.

<p>Internal Strengths</p>	<p>Internal Weaknesses</p>
<p>External Opportunities</p>	<p>External Threats</p>

External Accreditation (if applicable)

Link to accreditation report.

INSTITUTIONAL ACTION PLANS for *Department / Year*

Instl or Deptl	Org Code	Aim	Obj	Instl Strategy	Action Plan Description	Indicators	Addl Res ?	Amount	Type	Onetime Expense	Annual Expense	Funding Source	FY Compl	Status	Responsible Party	Submitted by

DEPARTMENTAL ACTION PLANS for *Department / Year*

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Evaluation

- Meets Expectations *Comments:*

- Requires Attention and Submission of a Follow-Up Report *Comments:*

- Does Not Meet Expectations and Requires Submission of a Follow-Up Report *Comments:*

Follow-up report required by: _____
Comments: (Date)

Approvals

Director (if applicable) Date _____
Comments:

Associate Dean/Director Date _____
Comments:

Dean Date _____
Comments:

Vice President/President Date _____