

PLANNING AND ASSESSMENT AT THE UNIT LEVEL

(August 1-October 31)

Annual Assessment Plan

I. *Mission Statement*

The mission statement for a unit is the controlling idea that determines everything else in the program. Thus, the mission statement must be a clear, concrete statement that delineates what the program is intended to accomplish. In developing the academic unit mission statement, the unit is concerned with what knowledge and skills, and perhaps, qualities and values a student who has completed this area of study should possess. Furthermore, the unit mission statement must be appropriate to and relate to the overall Mission of the University. The unit mission statement is the first document of the Annual Assessment Plan.

II. *University Goal*

Each unit identifies the University Goal(s) that directly links to the unit's mission and objectives.

III. *Objectives*

Each unit develops objectives that clearly indicate how the unit's mission/goals will be achieved. Objectives should be stated in measurable terms using concrete, action verbs. Make sure to include Student Learning Objectives.

IV. *Expected Results*

Each unit develops expected results that are the minimal results (criteria for success) that the unit deems acceptable. Expected results are generally given in numerically measurable terms. Make sure to include Student Learning Outcomes.

V. *Assessment Instruments/Procedures/Costs*

Each unit lists the assessment instruments utilized to measure the degree to which it meets its objectives. While opinion questionnaires and/or surveys can provide useful attitudinal information, at least one of the assessment instruments for an academic program must measure the degree to which the students have acquired the knowledge and skills delineated in the objectives. *It is very important that all areas of a unit's Mission Statement are measured and all academic programs (as defined on page four) are evaluated.* Included in this section is a statement of when and to whom each instrument will be given. In addition, the unit cites expenses associated with administering each assessment instrument and describes how these will be covered.

The Annual Assessment Plan form should be utilized to complete the annual assessment plan. This form should be forwarded to the Dean of the college or Vice President by October 31.

Note: Strategic planning statements for the unit, the college and/or division, and the university should be utilized to develop the unit's annual assessment plan and all other planning documents.

Self-Study

I. *Statement of the Results of Assessment*

For each expected result the unit describes the actual results obtained from the assessment instruments/procedures. The unit also indicates if minimum standards established for the expected result were met.

II. *Problems Encountered*

If minimum standards are not met, an analysis of the problem(s) is to be undertaken. The problem(s) encountered are then to be described. Problems in the academic sector may stem from the curriculum, textbook, teaching methodology, resources, facilities, or a combination of these factors.

III. *Action Taken/Plan for Improvement*

Based on the assessment findings and the analysis of the problems, the unit indicates what action has been taken and/or plans for improvement to be implemented. If minimal standards are exceeded and data indicates that no action is required at this time, a statement to that effect is to be included in the self-study. However, in such a case, plans for improvement may necessitate that changes be made in the unit's objectives and minimal expected results.

The self-study form should be utilized to complete the Self-Study. This form should be forwarded to the Dean of the college or Vice President by October 31.

STRATEGIC PLANNING

Strategic Planning Statements

Creation of One- (Short-Range), Two- and Three-Year Plans (Medium-Range)

The creation of the one-, two- and three-year planning statements addresses the plans for improvement gleaned from the self-studies as well as innovations developed by the unit in response to the University Strategic Plan and/or its own research. Major changes (addition or deletion of a program, major curriculum changes, etc.) in an academic program should be included in these planning statements to be forwarded to the dean and the Institutional Effectiveness Council. However, major changes are also reviewed by the College Academic Council as well as the University Academic Council and/or Graduate Council.

Planning statements to be completed include the following:

- (1) Statements of Accomplishment: a series of statements that address the unit's accomplishments during the previous academic year. These statements are not necessarily limited to plans that have been previously addressed in planning documents. Units may also choose to list opportunities that have arisen and/or proactive measures taken by the unit that cannot be linked to a specific planning statement.
- (2) First-Year Plans (Short-Range): those plans for improvement that are to be implemented in the upcoming academic year, including the strategies to implement and the completion date for each.
- (3) Two- and Three-Year Plans (Medium-Range): those plans for improvement which are to be implemented in years two and three. The unit is only required to list the two- and three-year plans, not include a description of strategies for implementation.
- (4) Short-Range Resource Form: plans to be implemented during the upcoming year, and the various resources—human, physical, and other—necessary to support the plans.
- (5) Medium-Range Resource Forms: plans to be implemented during years two and three, and the various resources—human, physical, and other—necessary to support the plans.
- (6) Professional and Support Staffing Plan: plans for additional professional and/or support staff that a unit is requesting for the upcoming academic year. This form should be utilized as supporting evidence for the requested additions to staff. Units will determine if additional staff is necessary based on the self-study, assessment plan, and other factors affecting staffing.
- (7) Faculty Staffing Plan: unit plans for changes in faculty staffing for the upcoming academic year. This form should be utilized as supporting evidence for the requested additions or other changes to faculty.

The short and medium-range plans and resources required forms should be utilized to complete Strategic Planning. These forms should be forwarded to the Dean of the College or Vice President by December 31.

Budgeting

I. *Preparation of the Budget*

The units utilize planning forms and approved planning requests from the IEC to prepare the unit budget request. Budget forms are forwarded to the units by the Office of Financial Affairs by April 1. Units complete the budget forms and forward to the dean/vice president for approval. The Provost gives final approval to all academic budgets. All budget requests are then returned to the Vice President for Financial Affairs who prepares the University budget. Copies of the approved University budget are distributed to the appropriate units.