



Key Steps for Institutional Effectiveness

1. Define assessment units.
 - a. Degree programs and majors – only include expected outcomes related to student learning (3.3.1.1)
 - b. Administrative support units (3.3.1.2)
 - i. Departments and colleges – only include administrative objectives such as enrollment targets, retention, fundraising, etc. See d and e below.
 - ii. Subunits within finance, safety, communications, and other administrative functions
 - c. Educational support units (3.3.1.3)
 - i. Subunits within student affairs
 - ii. Student success programs/centers
 - iii. Library
 - d. Research (3.3.1.4)
 - i. Research centers
 - ii. Add research outcomes in Assessment Plans for every academic department and college
 - e. Community/Public Service (3.3.1.5)
 - i. Service entities or centers
 - ii. Add service outcomes in Assessment Plans for academic units and departments
2. Identify 5-8 expected outcomes for each assessment unit.
3. Link expected outcomes to major goals in the Strategic Plan using TracDat.
4. Identify at least 2 assessment methods for each expected outcome; for student learning outcomes, one method must be a direct measure of student learning. Grades and completion rates are not acceptable and should not be included.
5. Identify measurable performance criteria and targets.
6. Develop a calendar and stick to it. Report results annually and revisit expected outcomes for the next year.
7. Require deans and vice presidents to sign off on Assessment Plans and Assessment Reports for units in their divisions each year.
8. Develop action plans if criteria are not met.
9. Report results of action plans to show how results were used to make improvements.
10. Recycle the process annually.
11. Assess the assessment process each year using rubric.