



ASSESSMENT PLAN FOR THE OFFICE OF ASSESSMENT

OUTCOME 1:	The Office of Assessment promotes, coordinates, and oversees assessment practices for all academic and non-instructional programs/units of the university.
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Measure 1 and Associated Criterion (required):

Academic Unit Plan Progress Report

Criterion: 98% of Academic Units will have assessment plans

Schedule: The Academic Unit Plan Program Report will be done annually.

Measure 2 and Associated Criterion (recommended):

Non-Instructional Unit Progress Program Review Report

Criterion: At least 80% of all non-instructional units will score “Strong” or higher on the Program Review Rubric.

Schedule: The Assessment Review Rubric is completed every year.

Measure 3 and Associated Criterion (if needed):

Non-Instructional Unit Progress Operating Plan Review Report (Started Fall 2018)

Criterion: At least 80% of all non-instructional units will score “Strong” or higher on the Unit Operating Plan Review Rubric.

Schedule: The Assessment Review Rubric is completed every year.

OUTCOME 2:	The Office of Assessment functions as coordinator and information repository for the Higher Learning Commission 4-Year Assurance Argument and 10-Year Comprehensive Evaluation and associated accreditation information and mandates.
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Measure 1 and Associated Criterion (required):

Successful Interim Report

Criterion: Continued accreditation through the 10-Year Comprehensive Evaluation in 2021-2022.

Schedule: As needed.

OUTCOME 3:	The Office of Assessment directs the operation and management of the TracDat (Improve), the university assessment management software, and Faculty 180, the faculty vitae, syllabi, course, and advisee load data repository.
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Measure 1 and Associated Criterion (required):

TracDat (Improve) Assessment Plan Report

Criterion: 93% of all academic units will have academic unit assessment plan in TracDat (Improve)

Schedule: The TracDat (Improve) Assessment Plan Report will be maintained annually.

Measure 2 and Associated Criterion (recommended):

Faculty180 Workload Form Report

Criterion: 85% of all full-time faculty will complete annual workload form by deadline.

Schedule: The Faculty180 Workload Form Report will be reported annually during the spring semester.

OUTCOME 4:	<p>The Office of Assessment implements and manages the results of important institutional surveys and data sets, along with coordination of governance practices by major university constituencies.</p> <p>Administer institutional surveys (NSSE, Post-Graduation Survey, Survey of Graduates, and Graduate School Exit Survey). Assist departments with creation and administration of institutional effectiveness surveys. The execution of these surveys will result in better understanding of student priorities, experiences, and success. Assist Faculty Senate with running elections and conducting surveys.</p>
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Measure 1 and Associated Criterion (required):

NSSE Response Rate Report

Criterion: The response rate for the completion of the National Survey of Student Engagement will increase 10% over the previous administration.

Schedule: The NSSE is administered during the spring semester and the results are sent to the institution in fall.

Measure 2 and Associated Criterion (recommended):

First Destination Survey

Criterion: The response rate for the completion of the First Destination Survey will be at least 70% each semester.

Schedule: The First Destination Survey is administered each semester.