



3-Year Assessment Plan Summary Guide for Academic Programs, Administrative Units, and Support Units

Academic Programs

Academic Program Name	Enter the area's full Academic Program name (e.g., Psychology or Mathematics, etc.). - NO abbreviations.
Academic Program Level	Click on the box of the academic program level being reviewed and select an Academic Program Level reviewed, the box will then look like this <input checked="" type="checkbox"/> - see below. <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate-Masters <input type="checkbox"/> Graduate-Doctoral (EDD or Ph.D.) <input type="checkbox"/> Professional-Law <input type="checkbox"/> Professional-Pharmacy

Academic Support/Administrative Units

Academic Support/Administrative Unit Name	Enter the full Academic Support/Administrative Units name (e.g., Institutional Compliance or Veteran's Affairs, etc.)
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Note: You may add additional goal(s) by clicking inside the table below, then click this icon (+) that appears at the bottom right of the table. Repeat this process for additional Goals.

Goal
<p>This section should correspond with Goal 1 in the Assessment Plan for your area, just copy the Goal from your assessment plan and paste it here. All discussions that follow in this section should be associated with this Goal, i.e. the overall improvements noted, discussion of Findings, etc. all relate to Goal 1. Repeat this process for all the Goals in your assessment plan.</p> <p>To add additional Goals follow the directives in amber font immediately above this table. Note: Even if a Goal was discontinued there should be some discussion as to why this occurred.</p>



3-Year **Assessment Plan Summary** Guide
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Academic Programs, Administrative Units, and Support Units

What overall improvements did you note from the 2016-2019 assessment cycle findings?

**Please do not just copy & paste Findings from your assessment plan into this section, this should be a summary.*

Discuss the areas of improvement noted based on the assessment conducted in 2016-2019.

Consider: What was the planned Student Learning Outcome/Expected Outcome at the beginning of the prior 3-year cycle (in 2016)? What did your department do to work towards achieving the outcome during 2016-2019? Were you successful? Did you accomplish what was planned?

Example Academic Program:

In 2016-2019 we enhance tutoring availability to offer more support to students in the TSU 101 course. We noticed students did not meet the achievement Target in the first year assessed, therefore we also incorporated service learning as a means of providing alternative methods of educational support. In the 2nd and 3rd year of the 2016-2019 cycle, students exceeded the Target and inquired if additional support could be provided through the use of online resources. The department will explore the feasibility of integrating additional technology resources in the 2019-2022 cycle.

Example Administrative or Support:

The overall improvements for this cycle included enhancing the awareness of underutilized business partners, which resulted in increasing the dollars spent with these companies for 2 of 3 years. We also increased the number of training sessions of how to properly enter purchases in Banner, which resulted in improved turnaround time of invoice payments. Specifically, 84% of invoices were paid within the mandatory 30-day period, which exceed the Target all 3 years of the 2016-2019 assessment cycle.

Assessment Timeline:

This section is **due August 30th 2019**, which aligns with when the Goals, Student Learning Outcomes/Expected Outcomes, Targets, etc. are due for the 2019-2022 assessment plan.



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How were the 2016-2019 Findings and Action Plans used and incorporated into the 2019-2022 assessment planning process?

Discuss how your area utilized the information gained from this Goal's Findings (in your 2016-2019 plan) to help develop the Goals, SLOs, Targets, etc. for the 2019-2022 assessment cycle.

Consider: Will we be continuing this Goal in the 2019-2022 assessment plan? If so, Will the Targets be the same or shall we increase the Target? Does this Goal align with my Vice President's Strategic Plan? How many years have we included this Goal in our assessment plan and is it still relevant? Have we discussed this within our department and reviewed the continuity between this Goal and our department's mission?

Example Academic Program:

We began this Goal in the 2013-2016 cycle. During those years we only met the Target in 2015-2016, therefore we continued the Goal into the 2016-2019 cycle. We exceeded our Target each year in the 2016-2019 cycle and have determined that we have fully incorporated the improvements into our business practices. Students now benefit from the open study lab hours we offer as a part of our standard departmental functioning. This Goal will not be continued in 2019-2022. The positive results from this Goal helped us plan to enhance our internal professional development, which will be a new Goal in the 2019-2022 assessment cycle. In prior years we focused more on the services we provide to students and now we want to also support our faculty in more notable ways. We will seek online trainings to participate in as a group as well as apply for additional research grants to help fund such training.

Example Administrative or Support:

We did not meet the Target of this Goal during the 2016-2019 assessment cycle due to personnel changes. In the last year, we acquired a new employee, but existing workloads hindered our department in expanding the number of reports available to users. We recognized that users needed student detail files prior to census dates, therefore we will maintain the existing Target to provide accessibility to data files and increase report generation training.

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Provide a narrative of Findings and Action Plans taken to-date during the 2019-2022 assessment cycle.

Year 1 (2019-2020)

This section should describe what the Findings mean in reference to the Target and what actions will be taken based on these Findings. **Consider:** Did we met or exceed the Target? If we did not, why? What will be done for the remainder of the year? Have we shared the Findings to-date within our department? Are we noticing that our *majors* are doing well in demonstrating knowledge of these concepts, but students *minoring* in our program are not doing as well?

Note: If you have Findings available in the Fall, it is recommended that you update the content when the data are available. Areas are not required to wait until the end of the year to include assessment plan and 3-year summary updates.

Example Academic Program:

The students performed well on the mid-term exam, which inferred they were on track to meet the 75% Target on the end of term qualifying exam. As of the fall semester, this Target has been met. Faculty adjusted content delivery methods which has shown success in improving student performance.

Example Administrative or Support:

To-date there has not been any duplication of payments processed based on a random sample of at least 50 travel reimbursements. There are approximately 250 travel reimbursements processed annually. The sample represents 20%. We plan to increase the sample size to 25% of the monthly total to determine if the positive findings will continue with increased reviews. Current training numbers of employees have surpassed prior years, we will continue to monitor these trends.

Assessment Timeline:

This section is **due July 15th 2020**, but should be updated prior to that time if data are available.

Year 2 (2020-2021)

Click here to enter text.

Assessment Timeline:

This section is **due July 15th 2021**, but should be updated prior to that time if data are available.

Year 3 (2021-2022)

Click here to enter text.

Assessment Timeline:

This section is **due July 15th 2022**, but should be updated prior to that time if data are available.



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What steps will your area take toward program improvements during the next cycle? This could include program changes, updates to courses, alternate pedagogy, enhancements in technology use, community partnerships, etc. This could be any changes that will be used to promote continuous improvement.

This section should reflect your department's planning for the upcoming cycle based on 2019-2022 Findings and Action Plans. This is the foundation for planning for continuous improvement in the upcoming years. **Consider:** What overall improvements occurred in 2019-2022? Did you begin any new initiatives? Did you change the curriculum? Were any partnerships established either on-campus or with community partners? Did you have any changes in personnel? Did you request and/or receive any additional funding that supported departmental change? Should this Goal continue in the upcoming assessment cycle? Based on the Findings are the existing Targets still appropriate? Have you shared the overview of the assessment plan with your Dean and/or Vice President?

Assessment Timeline:

This section is **due July 1st 2022**, which aligns with the conclusion of the 3-year assessment cycle.

Please include a brief description of your assessment team and your area's assessment review process.

List the assessment team member titles (employee names are not needed, just positions/job titles). Discuss how this team collaborates to develop Goals and Outcomes as well as set Targets. Also, share how the Findings are disseminated to key personnel that may not be a part of the assessment team. **Consider:** Is your assessment plan reviewed regularly and discussed during staff meetings? Does your assessment team collaborate with other departments and/or colleges? How often does your assessment team share assessment content and/or planning with your area's Dean or Vice President?

Example Academic Program:

The assessment team consists of the Department Chair and the faculty for core courses associated with the academic program. During the Department Chair's meeting with the Dean, any available updates are provided. We have an assessment end of semester meeting with the Dean at the conclusion of each Fall & Spring semester.

Example Administrative or Support:

All members of the department serve on the assessment review team, we also have a representative from the Office of Information Technology that serves as a committee member due to the high number of projects we support that include technological resources. Members include: Executive Director of Audit, Director of Workflow, Data Manager, Compliance Coordinator, and the Department Business Administrator. The Executive Director shares the vision for the office based on our department mission and the team collaborates to create and review Goals, Targets, Findings, etc. The Department Business Administrator supports the team



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by updating the assessment plan and reminding the team of due dates. We also maintain assessment as a standing discussion item on meeting agendas.

Assessment Timeline:

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