



### 3-Year **Assessment Plan Summary Guide**

for

Academic Programs, Administrative Units, and Support Units

#### Academic Programs

<b>Academic Program Name</b>	Enter the area's full Academic Program name (e.g., Psychology or Mathematics, etc.). - NO abbreviations.
<b>Academic Program Level</b>	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

<b>Academic Support/Administrative Unit</b>	Enter the <b>full</b> Academic Support/Administrative Units name (e.g., Institutional Compliance or Veteran's Affairs, etc.)
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<b>Goal</b>
<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. <b>All discussions that follow in this section should be associated with this Goal</b>, 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><b>Note:</b> Even if a Goal was discontinued there should be some discussion as to why this occurred.</p>
<b>What overall improvements did you note from the 2019-2022 assessment cycle findings? *Please do not just copy &amp; paste Findings from your assessment plan into this section, this should be a summary.</b>
<p>Discuss the areas of improvement noted based on the assessment conducted in 2019-2022.  <b>Consider:</b> What was the planned Student Learning Outcome/Expected Outcome at the beginning of the prior 3-year cycle (in 2019)? What did your department do to work towards achieving the outcome during 2019-2022? Were you successful? Did you accomplish what was planned?</p>

**Example Academic Program:**

In 2019-2022 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 2<sup>nd</sup> and 3<sup>rd</sup> year of the 2019-2022 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 2022-2025 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 exceeded the Target all 3 years of the 2019-2022 assessment cycle.

**How were the 2019-2022 Findings and Action Plans used and incorporated into the 2022-2025 assessment planning process? 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.**

Discuss how your area utilized the information gained from this Goal's Findings (in your 2019-2022 plan) to help develop the Goals, SLOs, Targets, etc. for the 2022-2025 assessment cycle.

**Consider:** Will we be continuing this Goal in the 2022-2025 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 2016-2019 cycle. During those years we only met the Target in 2019-2020, therefore we continued the Goal into the 2019-2022 cycle. We exceeded our Target each year in the 2019-2022 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 2022-2025. The positive results from this Goal helped us plan to enhance our internal professional development, which will be a new Goal in the 2022-2025 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 2019-2022 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.

Reflect on 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?

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