



TO: Administrative Unit Heads, Deans, Department Heads, Directors, and Program Coordinators

CC: Vice Presidents and Cabinet Officers

FROM: Robert T. Smith, Ph.D.
Provost and Vice President for Academic Affairs

DATE: August 3, 2018

SUBJECT: Institutional Effectiveness Reports (IER) and Plans (IEP) –
Due October 1, 2018 to college/division assessment committee
Due October 31, 2018 to University Assessment Committee

Thank you for your work in previous semesters on your department's institutional effectiveness reports. Because VSU is engaged in institutional effectiveness for continuous improvement, the following information is provided to guide you in the completion of your **2017-18 report and 2018-19 plan**. To aid in this process, the University Assessment Committee and our Institutional Effectiveness Unit will coordinate the collection of necessary information from **all** administrative and academic units within the university. This documentation contributes toward the evidence of institutional effectiveness **required** for maintaining our SACSCOC accreditation.

Each administrative and academic unit is required to submit an updated Institutional Effectiveness Report (IER) and Plan (IEP) annually.

Reports must include:

- identification of student learning outcomes or goals being measured
- specific measures/benchmarks of success
- assessments used to measure outcomes/goals
- data results (qualitative and quantitative) collected from assessments
- how assessment results have been applied to make improvements

Plans must include:

- identification of student learning outcomes or goals being measured
- specific measures/benchmarks of success
- assessments used to measure outcomes/goals

Resources

The University Assessment Committee has developed and assembled report templates and additional resources to assist you in preparing the documents (available at www.valdosta.edu/uac). Also, two face-to-face training sessions on preparing the Institutional Effectiveness Report and Plan are offered on

August 28, 2018, 2:30-3:30pm, Cypress Room OR September 5, 2018, 9:00-10:00am, Cypress Room. For more information on creating an institutional effectiveness plan for your unit or preparing the documents, please contact Dr. Michael Black (assessment@valdosta.edu or 333-5950) or your college/division University Assessment Committee [representative](#).

ACTION STEPS

1	<p>Download the Institutional Effectiveness Plan and Report Templates (Also attached to this email)</p> <p>New this year: We have added drop down menus for each administrative unit to the templates.</p>	<p>From the University Assessment Committee (UAC) website http://www.valdosta.edu/uac/ download:</p> <ul style="list-style-type: none"> • academic program report and plan templates OR • administrative support unit/academic support unit/student services support unit report and plan templates
2	<p>Complete the 2017-18 Institutional Effectiveness Report (IER)</p> <p>New this year: Only Academic Units, Academic Support Units and Student Services Support Units must complete the final "Use of Results to Make Improvements" section of the report.</p>	<p>The 2017-18 Report (IER) is based on the 2017-18 Plan (IEP) submitted in September 2017.</p> <p>In the 2017-18 Plan, units indicated outcomes, assessment methods, and benchmarks for success. To complete the 2017-18 Report, simply add the remaining two components:</p> <ul style="list-style-type: none"> • data/results/evidence of the assessments indicated in the plan, and • discussion of how those results/evidence were used to make improvements.
3	<p>Complete the 2018-19 Institutional Effectiveness Plan (IEP)</p> <p>Note: Administrative should connect goals to the new VSU Strategic Plan.</p>	<p>In the IEP, indicate goals/outcomes, assessment methods, and benchmarks for success for the 2018-19 planning cycle.</p>
4	<p>Perform Self-Review</p>	<p>To ensure a timely and a thorough review, the members of the University Assessment Committee will use a checklist to review each plan and report. They recommend that you perform a self-review of your documents using the same online form at https://goo.gl/zYig3k</p> <p>If you would like an informal review of your IER or IEP before you submit them, email it to assessment@valdosta.edu and we will be glad to review and send feedback.</p>



5	Submit the Completed Documents	<p>While the majority of the report may be completed during the summer before the report is due, Institutional Effectiveness Reports and Plans are due October 1* to the college or division's assessment committee for first level review and feedback followed by the Dean/Director. All Dean/Director reviewed final reports and plans are due October 31 to the University Assessment Committee. Circulate a printed copy first and after approval by a Dean, Director, or Vice President, email the IE Report and IE Plan as a Microsoft Word document to assessment@valdosta.edu by October 31.</p> <p>*Note: Your Vice President, Director, or Dean may set earlier deadlines in order to allow time for review and submission by the university deadline.</p>
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