Institutional Assessment Plans

Tasks to Complete

- Institutional Assessment
 - Goals, Methodologies, and Success Measures
 - Results of Goals, Budget Implications, and Internal External Reporting
 - Always provide evidence

Due Date

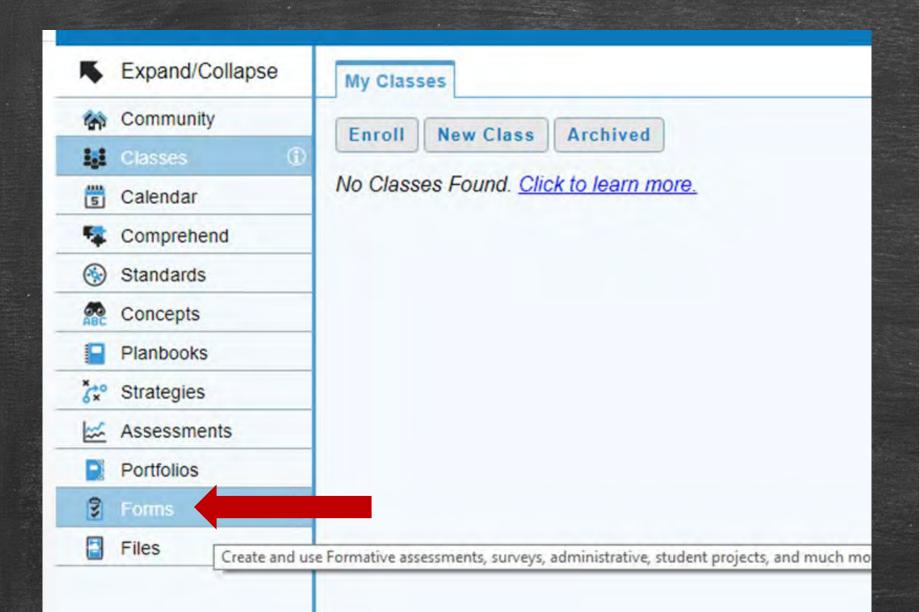
Plans are due September 20th!

 You will receive SEVERAL reminders before assessments are due.

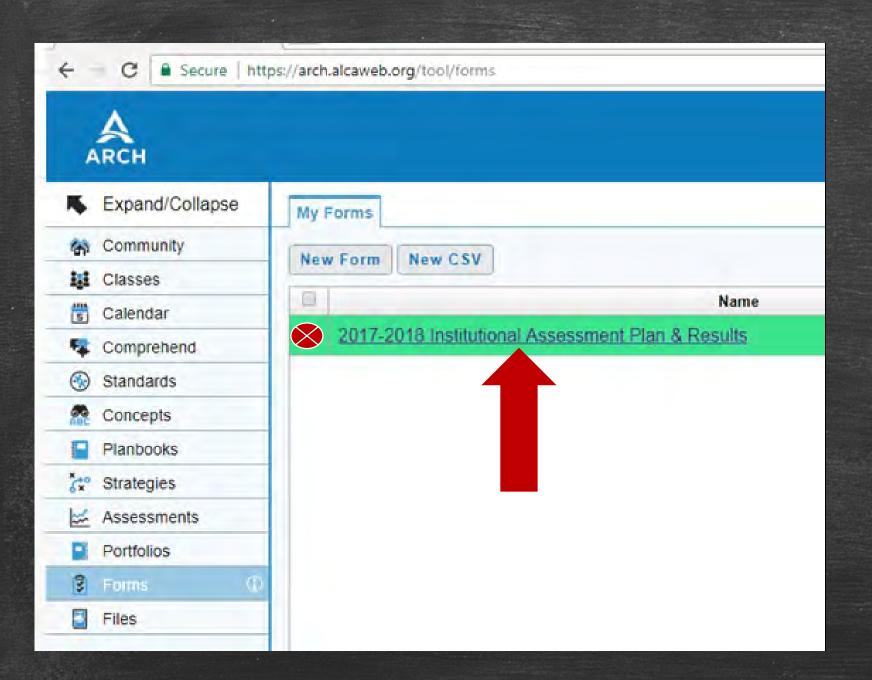
ALCA Step-by-Step Instructions

ALCA

- https://arch.alcaweb.org/tool/login
- Login information
 - Director of A & IE keeps all passwords on file. If you change yours, please inform Kaylyn Hansen.

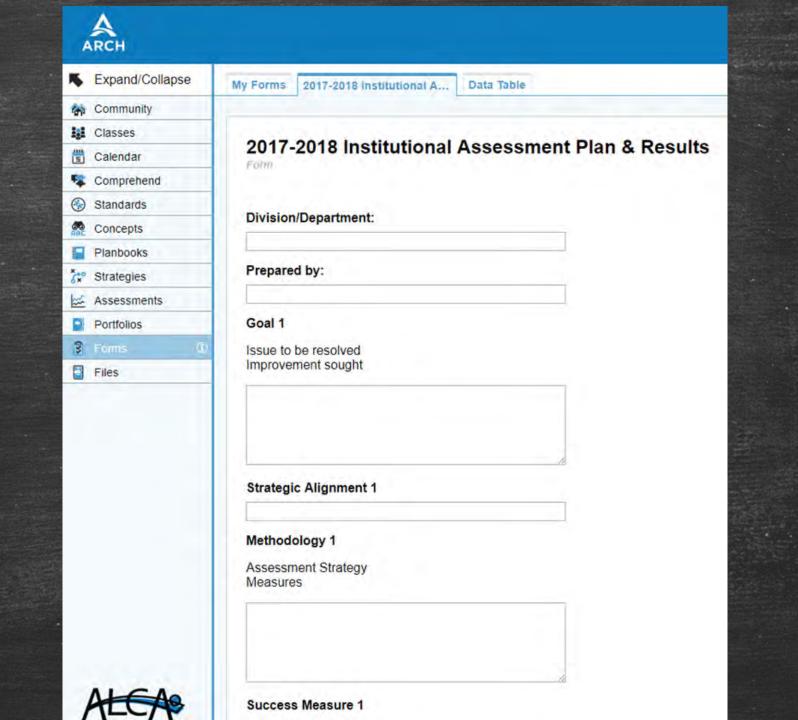


Select "Forms" on the left hand side of the page.



Locate your
"(Year)
Assessment Plan
& Results" form.
Click on the title
of the form (not
the box to the
left).

Complete the form!



Select "Submit the Form" when you are finished.

My Forms	2017-2018 Institutional A	Data Table	
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Budget	implications 4 (Complete a	at the end of academic year)	
Tie budg	jet requests to assessment o	outcomes	
	_	(Complete at the end of academic year)	1
	n of information of sharing results and audien	ce	
Save	e as Draft Subm	nit the Form Cancel	

Helpful Tips

Goals

- Each department should have FOUR goals.
 - What are my main projects/goals this year?
 - What areas need improvement?
 - What areas did my department score poorly on during the last satisfaction survey?
 - Common words to use: adapt, complete, create, develop, enhance, establish, improve, implement, increase, initiate, modify, produce, replace, revise, rewrite.
- Example
 - Improve and clarify the process of disseminating assessment results to the NWOSU community.

Strategic Direction

- Use Strategic Plan to help guide goals.
- Each goal SHOULD tie back to the Strategic Plan.
- Strategic Plan: https://www.nwosu.edu/uploads//strategic-plan-final-2022.pdf
- Example
 - Strategic Direction 1 & 2

Methodology

- Plan of action
- What will you do to achieve this goal?

Example

- How will I improve the process of dissemination of assessment results?
 - Develop an assessment newsletter that will be delivered once per semester reporting various assessment results.
 - Utilize the A & IE website to post results online.

Success Measures

 Establish the criteria that will be used to determine success.

BE SPECIFIC!

- Use numbers, dates, amounts, percentages, etc.

Example

- Director of A & IE will send newsletter via email to 100% of the NWOSU community in November and April.
- Director of A & IE will create a brief summary after each survey or assessment and post it on the A & IE website within two weeks of assessment/survey end date.

Results of Goal

- Report results
 - Was your goal met?
 - How do you know?
- Be specific! Use numbers, dates, amounts, percentages, etc.
- Example
 - Director of A & IE sent newsletter to 100% of the NWOSU community in May.
 - The results of the following surveys and assessments are posted to the assessment website: Alumni Survey, ETS PP, NSSE, and Staff Satisfaction

Budget Implications

- What were the costs (labor resources, materials, etc.) needed to help reach the goal, if any?
- If no budget implications, please answer with "None." Do not leave blank.

Internal and External Reporting

- Who did you tell?
- How was the information disseminated?
- Reports, meetings, committees, emails, news releases, etc.

- Example
 - Information reported to Executive Vice President
 - Information reported to Assessment and Institutional Effectiveness committee
 - Annual Report