

# Institutional Assessment Plans

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# Tasks to Complete

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

# Due Date

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- Plans are due September 20<sup>th</sup>!
- You will receive SEVERAL reminders before assessments are due.

ALCA

Step-by-Step Instructions

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# ALCA

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- <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.

The image shows a software interface with a navigation menu on the left and a main content area on the right. The navigation menu includes the following items: Expand/Collapse, Community, Classes (highlighted with a blue bar and an information icon), Calendar, Comprehend, Standards, Concepts, Planbooks, Strategies, Assessments, Portfolios, Forms (highlighted with a blue bar and a red arrow pointing to it), and Files. The main content area is titled 'My Classes' and contains three buttons: 'Enroll', 'New Class', and 'Archived'. Below the buttons, the text reads 'No Classes Found. [Click to learn more.](#)'

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

Secure | https://arch.alcaweb.org/tool/forms

ARCH

Expand/Collapse

Community

Classes

Calendar

Comprehend

Standards

Concepts

Planbooks

Strategies

Assessments


Portfolios


Forms

Files

My Forms

New Form New CSV

	Name
	2017-2018 Institutional Assessment Plan & Results



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

Complete the form!

The screenshot shows the ARCH web application interface. At the top left is the ARCH logo. Below it is a navigation menu with options: Expand/Collapse, Community, Classes, Calendar, Comprehend, Standards, Concepts, Planbooks, Strategies, Assessments, Portfolios, Forms (highlighted), and Files. The main content area has tabs for My Forms, 2017-2018 Institutional A..., and Data Table. The selected tab displays the form titled "2017-2018 Institutional Assessment Plan & Results Form". The form contains several sections with input fields: "Division/Department:" with a text box; "Prepared by:" with a text box; "Goal 1" with the text "Issue to be resolved" and "Improvement sought" above a large text area; "Strategic Alignment 1" with a text box; "Methodology 1" with the text "Assessment Strategy" and "Measures" above a large text area; and "Success Measure 1" at the bottom. The ALCA logo is visible in the bottom left corner of the page.




Select "Submit the Form" when you are finished.

My Forms | 2017-2018 Institutional A... | Data Table

Report specific results  
Was goal met?

**Budget implications 4 (Complete at the end of academic year)**  
Tie budget requests to assessment outcomes

**Internal and External Reporting 4 (Complete at the end of academic year)**  
Diffusion of information  
Modes of sharing results and audience



# Helpful Tips

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# Goals

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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