Non-Academic Assessment
Workspace

Office of Vice President for Academic Affairs

Created on: 07/01/2015 10:55:00 AM EDT
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General Information (Non-Academic Assessment Workspace)
Standing Requirements

Mission Statement

To re-imagine the academic experience for students and faculty centered on social justice learning in order to foster intellectual growth, develop core skills and competencies, and offer experiential learning to produce global leaders and workers for the world.

Operational Objective/Outcome

Office of Vice President for Academic Affairs Outcome Set

<table>
<thead>
<tr>
<th>Academic Distinction</th>
<th>Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Promote undergraduate research</strong></td>
<td>2014-2019 Strategic Plan: 2.6 Promote undergraduate research</td>
</tr>
<tr>
<td>1. Establish Sponsored Program Office with a focus on undergraduate student and faculty research.</td>
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<tr>
<td>2a &amp; 3. Establish a “culture of research” among faculty and students.</td>
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<tr>
<td><strong>Reinstitute McKinney Newton Honors Program</strong></td>
<td>2014-2019 Strategic Plan: 2.7 Reinstitute the McKinney Newton Honors Program</td>
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<tr>
<td>1. Appoint leadership of Honors Program</td>
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<tr>
<td>2. Establish explicitly-stated mission, goals and outcomes</td>
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<tr>
<td>3. Establish an Item Test Review Committee</td>
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<tr>
<td><strong>Develop a consistent external and internal communications system</strong></td>
<td>2014-2019 Strategic Plan: 3.2 Develop a consistent external and internal communication system</td>
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<tr>
<td>Establish annual magazine on student and faculty achievements</td>
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<tr>
<td><strong>Increase graduation and retention rates</strong></td>
<td>2014-2019 Strategic Plan: 1.2 Increase graduation and retention rates</td>
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<tr>
<td>Create comprehensive retention strategy</td>
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</tr>
</tbody>
</table>
2013-2014 Assessment Cycle

✦ Assessment Plan

✦ Assessment Findings

✦ Operational Plan

✦ Status Report
2014-2015 Assessment Cycle

Assessment Plan

Mission Statement

To re-imagine the academic experience for students and faculty centered on social justice learning in order to foster intellectual growth, develop core skills and competencies, and offer experiential learning to produce global leaders and workers for the world.

Outcomes and Measures

Office of Vice President for Academic Affairs Outcome Set

Academic Distinction

Promote undergraduate research

1. Establish Sponsored Program Office with a focus on undergraduate student and faculty research.
2. Establish a "culture of research" among faculty and students.

Measure: Promote undergraduate research
Institution level; Direct - Other

Details/Description: 1. Define and advertise function of efficient OSP; Create reliable contract from OSP that requires faculty to align research with mission of college and with goals of divisions.
2. Define role of an efficient Coordinator of Undergraduate Research;
3. Identify a Coordinator who helps secure 2-3 national fellowships annually for students and faculty.

Acceptable Target:
Ideal Target:
Implementation Plan (timeline):

Key/Responsible Personnel:

Reinstitute McKinney Newton Honors Program

1. Appoint leadership of Honors Program
2. Establish explicitly-stated mission, goals and outcomes
3. Establish an Item Test Review Committee

Measure: Reinstitute McKinney Newton Honors Program
Institution level; Direct - Other

Details/Description: 1. Define and post in HR the job description of an efficient Director of Honors; Identify a director of Honors who meets job requirements.
2. Define and align Honors mission with mission of college; Align goals/outcomes with mission of Honors

Acceptable Target:
Ideal Target:
Implementation Plan (timeline):

Key/Responsible Personnel:

Develop a consistent external and internal communications system

Establish annual magazine on student and faculty achievements

Measure: Develop a consistent external and internal communications system
Institution level; Direct - Other

Details/Description: Distribute via Academic Affairs and College’s PR Office, between August-October of each academic year, Academic Affairs Review, a magazine for faculty, alumni and friends
### Acceptable Target:

### Ideal Target:

### Implementation Plan (timeline):

### Key/Responsible Personnel:

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<th>Increase graduation and retention rates</th>
<th>Measure: Increase graduation and retention rates</th>
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<td>1. Adopt national diagnostics to confirm placement and to plan interventions of cognitive, behavioral, and attitudinal skills. 2. Adopt Early Alert process to structure additional student interventions of cognitive, behavioral and attitudinal skills. 3. Require in the Unit audits of registration and advisement in general education and majors. 4. Assign tutors to work with instructors of English, reading, and mathematics and major disciplines. 5. Maintain 78% retention rate</td>
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### Acceptable Target:

### Ideal Target:

### Implementation Plan (timeline):

### Key/Responsible Personnel:

#### Findings for Promote undergraduate research

**Summary of Findings:**

1. Reinforce functions of OSP at August and January Faculty Retreats; Provide summary and assessment of activities based on annual Contracts with faculty. Require annually “exceptional” or “successful” rating of OSP. 2&3. Require annually “exceptional” or “successful” rating of Coordinator (Mar 2015); Evidence of securing 2-3 fellowships annually.

**Recommendations:**

**Reflections/Notes:**

**This Findings is associated with the following Actions:**

**Promote undergraduate research**

(Operational Plan; 2014-2015 Assessment Cycle)
Reinstitute McKinney Newton Honors Program

1. Appoint leadership of Honors Program
2. Establish explicitly-stated mission, goals and outcomes
3. Establish an Item Test Review Committee

**Measure:** Reinstitute McKinney Newton Honors Program

*Institution level; Direct - Other*

**Details/Description:**
1. Define and post in HR the job description of an efficient Director of Honors; Identify a director of Honors who meets job requirements.
2. Define and align Honors mission with mission of college; Align goals/outcomes with mission of Honors

**Acceptable Target:**

**Ideal Target:**

**Implementation Plan (timeline):**

**Key/Responsible Personnel:**

**Findings** for Reinstitute McKinney Newton Honors Program

**Summary of Findings:**
1. Require annually “exceptional” or “successful” rating on annual performance evaluation (Mar 2015); Require submission of professional development plan each August (Aug 2015)
2. Require follow-up workshops and sessions at Fall/Spring Faculty Retreats to review Honors mission and measurable goals and outcomes (Aug-Jan 2015-16)

**Recommendations:**

**Reflections/Notes:**

*This Findings is associated with the following Actions:*

Reinstitute McKinney Newton Honors Program

(Operational Plan; 2014-2015 Assessment Cycle)

Develop a consistent external and internal communications system

Establish annual magazine on student and faculty achievements

**Measure:** Develop a consistent external and internal communications system

*Institution level; Direct - Other*

**Details/Description:**
Distribute via Academic Affairs and College’s PR Office, between August-October of each academic year, Academic Affairs Review, a magazine for faculty, alumni and friends

**Acceptable Target:**

**Ideal Target:**

**Implementation Plan (timeline):**

**Key/Responsible Personnel:**

**Findings** for Develop a consistent external and internal communications system

**Summary of Findings:**
Strive for 85% participation by faculty, graduating seniors and rising juniors with submissions by May 15 annually (May 15, 2014) for summer publication.

**Recommendations:**

**Reflections/Notes:**

*This Findings is associated with the following Actions:*

Develop a consistent external and internal communications system

(Operational Plan; 2014-2015 Assessment Cycle)
**Increase graduation and retention rates**

Create comprehensive retention strategy

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**Summary of Findings:** 1. Distribute to 100% of faculty and staff who teach or support freshmen the summary of Noel Levitz's report on student interventions (e.g., cognitive, behavioral and attitudinal) 2. Require 100% of General Education instructors to honor Early Alert process. 3. Require 100% of faculty to complete audits of courses required and completed by students each semester. 4. Assign tutors to instructors of General Education English, reading, and mathematics and to instructors of the majors (biology, chemistry, Accounting, etc)

**Recommendations:**

**Reflections/Notes:**

This Findings is associated with the following Actions:

Increase graduation and retention rates (Operational Plan; 2014-2015 Assessment Cycle)

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**Operational Plan**

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To re-imagine the academic experience for students and faculty centered on social justice learning in order to foster intellectual growth, develop core skills and competencies, and offer experiential learning to produce global leaders and workers for the world

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**Academic Distinction**

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### Promote undergraduate research

1. Establish Sponsored Program Office with a focus on undergraduate student and faculty research.
2&3. Establish a “culture of research” among faculty and students.

#### Action: Promote undergraduate research

This Action is associated with the following Findings

**Findings for Promote undergraduate research**

(Assessment Plan and Assessment Findings; 2014-2015 Assessment Cycle)

**Summary of Findings:** 1 Reinforce functions of OSP at August and January Faculty Retreats; Provide summary and assessment of activities based on annual Contracts with faculty. Require annually “exceptional” or “successful” rating of OSP. 2&3. Require annually “exceptional” or “successful” rating of Coordinator (Mar 2015); Evidence of securing 2-3 fellowships annually.

**Action details:** 1. Provide website posting functions of OSP and purpose of contract when applying for grants. 2&3. Increase the number of national fellowships for students and faculty from 2-3 to 3-6 annually. 2&3. Increase the number of national fellowships of students and faculty from 2-3 to 3-6 annually.

**Implementation Plan (timeline):**

**Key/Responsible Personnel:**

**Measures:**

**Budget approval required? (describe):**

**Budget request amount:** $0.00

**Priority:**

### Reinstitute McKinney Newton Honors Program

1. Appoint leadership of Honors Program
2. Establish explicitly-stated mission, goals and outcomes
3. Establish an Item Test Review Committee

#### Action: Reinstitute McKinney Newton Honors Program

This Action is associated with the following Findings

**Findings for Reinstitute McKinney Newton Honors Program**

(Assessment Plan and Assessment Findings; 2014-2015 Assessment Cycle)

**Summary of Findings:** 1. Require annually “exceptional” or “successful” rating on annual performance evaluation (Mar 2015); Require submission of professional development plan each August (Aug 2015)
2. Require follow-up workshops and sessions at Fall/Spring Faculty Retreats to review Honors mission and measurable goals and outcomes (Aug-Jan 2015-16)

**Action details:** 1. Not until Mar 2015)
2-3. Based on end of year course and program assessment and student evaluations, the Director as well as Item Test Review Committee will revisit goals and outcomes to evaluate student achievements and levels of proficiency and to determine if changes for improvement are needed.

**Implementation Plan (timeline):**

**Key/Responsible Personnel:**

**Measures:**

**Budget approval required? (describe):**

**Budget request amount:** $0.00

**Priority:**

### Develop a consistent external and internal

#### Action: Develop a consistent external and internal communications system
This Action is associated with the following Findings

Findings for Develop a consistent external and internal communications system
(Assessment Plan and Assessment Findings; 2014-2015 Assessment Cycle)

Summary of Findings: Strive for 85% participation by faculty, graduating seniors and rising juniors with submissions by May 15 annually (May 15, 2014) for summer publication.

Action details: Maintain 85% yet strive for 100% participation by faculty, graduating seniors, and rising seniors for 2015 publication

Implementation Plan (timeline):

Key/Responsible Personnel:

Measures:

Budget approval required? (describe):

Budget request amount: $0.00

Priority:

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Increase graduation and retention rates

Create comprehensive retention strategy

Action: Increase graduation and retention rates

This Action is associated with the following Findings

Findings for Increase graduation and retention rates
(Assessment Plan and Assessment Findings; 2014-2015 Assessment Cycle)

Summary of Findings: 1. Distribute to 100% of faculty and staff who teach or support freshmen the summary of Noel Levitz’s report on student interventions (e.g., cognitive, behavioral and attitudinal) 2. Require 100% of General Education instructors to honor Early Alert process. 3. Require 100% of faculty to complete audits of courses required and completed by students each semester. 4. Assign tutors to instructors of General Education English, reading, and mathematics and to instructors of the majors (biology, chemistry, Accounting, etc)

Action details: 1 & 2. Increase faculty participation in interpretations of diagnostic reports and in other ways of using Noel Levitz’s College Student Inventory (CSI) as early alert. 3. Construct follow-up sessions with faculty and staff on the value of the Unit’s Registration and Advisement Checklist in General Education and in the majors 4. Review effectiveness of tutors by skills mastered by students tutored 5. Strive to maintain 78% retention of freshmen; strive to improve retention from 78% to 88% in 2015-2016

Implementation Plan (timeline):

Key/Responsible Personnel:

Measures:

Budget approval required? (describe):

Budget request amount: $0.00

Priority:

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Status Report

Action Statuses
Office of Vice President for Academic Affairs Outcome Set

Academic Distinction

**Promote undergraduate research**

1. Establish Sponsored Program Office with a focus on undergraduate student and faculty research.
2. Establish a “culture of research” among faculty and students.

**Action:** Promote undergraduate research

**Action details:**

1. Provide website posting functions of OSP and purpose of contract when applying for grants.
2. Increase the number of national fellowships for students and faculty from 2-3 to 3-6 annually.
3. Increase the number of national fellowships of students and faculty from 2-3 to 3-6 annually.

**Implementation Plan (timeline):**

- **Key/Responsible Personnel:**
- **Measures:**
- **Budget approval required? (describe):**
- **Budget request amount:** $0.00
- **Priority:***

**Status** for Promote undergraduate research

*No Status Added*

**Reinstitute McKinney Newton Honors Program**

1. Appoint leadership of Honors Program
2. Establish explicitly-stated mission, goals and outcomes
3. Establish an Item Test Review Committee

**Action:** Reinstitute McKinney Newton Honors Program

**Action details:**

1. Not until Mar 2015
2-3. Based on end of year course and program assessment and student evaluations, the Director as well as Item Test Review Committee will revisit goals and outcomes to evaluate student achievements and levels of proficiency and to determine if changes for improvement are needed.

**Implementation Plan (timeline):**

- **Key/Responsible Personnel:**
- **Measures:**
- **Budget approval required? (describe):**
- **Budget request amount:** $0.00
- **Priority:**

**Status** for Reinstitute McKinney Newton Honors Program

*No Status Added*

**Develop a consistent external and internal communications system**

Establish annual magazine

**Action:** Develop a consistent external and internal communications system

**Action details:**

Maintain 85% yet strive for 100% participation by faculty, graduating seniors, and rising seniors for 2015 publication
on student and faculty achievements

Implementation Plan (timeline):

Key/Responsible Personnel:

Measures:

Budget approval required? (describe):

Budget request amount: $0.00

Priority:

Status for Develop a consistent external and internal communications system

No Status Added

Increase graduation and retention rates
Create comprehensive retention strategy

Action: Increase graduation and retention rates

Action details: 1 & 2. Increase faculty participation in interpretations of diagnostic reports and in other ways of using Noel Levitz’s College Student Inventory (CSI) as early alert.
3. Construct follow-up sessions with faculty and staff on the value of the Unit’s Registration and Advisement Checklist in General Education and in the majors
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Implementation Plan (timeline):

Key/Responsible Personnel:

Measures:

Budget approval required? (describe):

Budget request amount: $0.00

Priority:

Status for Increase graduation and retention rates

No Status Added

Status Summary

No text specified

Summary of Next Steps

No text specified