Non-Academic Assessment
Workspace

Institutional Effectiveness and Planning

Created on: 06/10/2015 11:52:00 AM EDT
Last Modified: 07/01/2015 04:02:58 PM EDT
# Table of Contents

**General Information** 1

**Standing Requirements** 2
  - Mission Statement 2
  - Operational Objective/Outcome 2

**2013-2014 Assessment Cycle** 3
  - Assessment Plan 3
  - Assessment Findings 4
  - Operational Plan 5
  - Status Report 6

**2014-2015 Assessment Cycle** 8
  - Assessment Plan 8
  - Assessment Findings 9
  - Operational Plan 10
  - Status Report 11
General Information (Non-Academic Assessment Workspace)
Standing Requirements

❖ Mission Statement

The mission of the Office of Institutional Effectiveness and Planning (IEP) is to provide a roadmap for a systemic and ongoing process of collecting information for improving the overall effectiveness of Philander Smith College, to promote continuous improvement in Philander Smith college programs through outcomes assessment, and apply focused and sustained strategic planning criteria to all units, departments, programs, and offices that contribute to student success in college.

❖ Operational Objective/Outcome

Institutional Effectiveness and Planning Outcome Set

<table>
<thead>
<tr>
<th>Academic Distinction and Operational Éclat</th>
<th>Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articulation Agreements</td>
<td>2014-2019 Strategic Plan: 1.3 Refocus recruiting efforts</td>
</tr>
<tr>
<td>Develop articulation agreements with community colleges.</td>
<td></td>
</tr>
<tr>
<td>Assessment</td>
<td>2014-2019 Strategic Plan: 2.4 Retool and align learning assessment</td>
</tr>
<tr>
<td>Establish and implement procedures for periodic assessment review.</td>
<td></td>
</tr>
<tr>
<td>Institutional Effectiveness Policy</td>
<td>2014-2019 Strategic Plan: 3.9 Revise institutional policies and procedures to ensure they are social justice centered</td>
</tr>
<tr>
<td>Develop and implement a PSC Policy on Institutional Effectiveness.</td>
<td></td>
</tr>
<tr>
<td>Taskstream</td>
<td>2014-2019 Strategic Plan: 3.14 Purchase strategic planning and accreditation software</td>
</tr>
<tr>
<td>Purchase and Utilize Taskstream Strategic Planning and Accreditation Software.</td>
<td></td>
</tr>
<tr>
<td>Strategic Plan</td>
<td>No Mapping</td>
</tr>
<tr>
<td>Collect, compile, and monitor President Cabinet’s monthly reports relative to the 2014-2019 PSC Strategic Plan</td>
<td></td>
</tr>
<tr>
<td>Self-Study Report</td>
<td>No Mapping</td>
</tr>
<tr>
<td>Submit the Philander Smith College Self-Study to the Higher Learning Commission by September 1, 2014</td>
<td></td>
</tr>
</tbody>
</table>
2013-2014 Assessment Cycle

Assessment Plan

Mission Statement
The mission of the Office of Institutional Effectiveness and Planning (IEP) is to provide a roadmap for a systemic and ongoing process of collecting information for improving the overall effectiveness of Philander Smith College, to promote continuous improvement in Philander Smith college programs through outcomes assessment, and apply focused and sustained strategic planning criteria to all units, departments, programs, and offices that contribute to student success in college.

Outcomes and Measures

Institutional Effectiveness and Planning Outcome Set

Academic Distinction and Operational Éclat

Institutional Effectiveness Policy
Develop and implement a PSC Policy on Institutional Effectiveness.

Measure: Develop Policy
Institution level; Direct - Other

Details/Description:
Acceptable Target: Policy Completion
Ideal Target:
Implementation Plan (timeline): May 2015
Key/Responsible Personnel: Dr. Annie Williams

Taskstream
Purchase and Utilize Taskstream Strategic Planning and Accreditation Software.

Measure: Taskstream
Institution level; Direct - Other

Details/Description: Purchase Taskstream software summer 2013; system development fall 2013; implementation spring 2014
Acceptable Target: Purchase Taskstream
Ideal Target: Implementation spring 2014
Implementation Plan (timeline): Spring 2014
Key/Responsible Personnel: Dr. Annie Williams

Self-Study Report
Submit the Philander Smith College Self-Study to the Higher Learning Commission by September 1, 2014

Measure: NCA Accreditation
Institution level; Direct - Other

Details/Description: Complete writing of Self-Study; writing of report; review by PSC Steering Committee, and approval through appropriate channels
Acceptable Target: September 1, 2014
Ideal Target:
Assessment Findings

Finding per Measure

Institutional Effectiveness and Planning Outcome Set

Academic Distinction and Operational Éclat

<table>
<thead>
<tr>
<th>Institutional Effectiveness Policy</th>
<th>Measure: Develop Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop and implement a PSC Policy on Institutional Effectiveness.</td>
<td>Institution level; Direct - Other</td>
</tr>
</tbody>
</table>

Details/Description:
- Acceptable Target: Policy Completion
- Ideal Target:
- Implementation Plan (timeline): May 2015
- Key/Responsible Personnel: Dr. Annie Williams

Findings for Develop Policy

- Summary of Findings: Development and implementation of PSC Policy on Institutional Effectiveness
- Results: Acceptable Target Achievement: Met
- Recommendations:
- Reflections/Notes:

<table>
<thead>
<tr>
<th>Taskstream</th>
<th>Measure: Taskstream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase and Utilize Taskstream Strategic Planning and Accreditation Software.</td>
<td>Institution level; Direct - Other</td>
</tr>
</tbody>
</table>

Details/Description:
- Acceptable Target: Purchase Taskstream
- Ideal Target: Implementation spring 2014
- Implementation Plan (timeline): Spring 2014
- Key/Responsible Personnel: Dr. Annie Williams

Findings for Taskstream

- Summary of Findings: Taskstream installation and implementation by spring 2014
- Results: Acceptable Target Achievement: Met; Ideal Target Achievement : Exceeded
- Recommendations:
- Reflections/Notes:

This Findings is associated with the following Actions:
Taskstream
(Operational Plan; 2013-2014 Assessment Cycle)

Self-Study Report
Submit the Philander Smith College Self-Study to the Higher Learning Commission by September 1, 2014

Measure: NCA Accreditation
Institution level; Direct - Other

Details/Description: Complete writing of Self-Study; writing of report; review by PSC Steering Committee, and approval through appropriate channels
Acceptable Target: September 1, 2014
Ideal Target:
Implementation Plan (timeline):
Key/Responsible Personnel: Dr. Annie Williams

Findings for NCA Accreditation

Results: Acceptable Target Achievement: Not Met
Recommendations:
Reflections/Notes:

Overall Recommendations
No text specified

Overall Reflection
No text specified

Operational Plan

Mission Statement
The mission of the Office of Institutional Effectiveness and Planning (IEP) is to provide a roadmap for a systemic and ongoing process of collecting information for improving the overall effectiveness of Philander Smith College, to promote continuous improvement in Philander Smith college programs through outcomes assessment, and apply focused and sustained strategic planning criteria to all units, departments, programs, and offices that contribute to student success in college.

Actions

Institutional Effectiveness and Planning Outcome Set

Academic Distinction and Operational Éclat

Institutional No actions specified
Effectiveness Policy
Develop and implement a PSC Policy on Institutional Effectiveness.

Taskstream
Purchase and Utilize Taskstream Strategic Planning and Accreditation Software.

Action: Taskstream
This Action is associated with the following Findings
Findings for Taskstream (Assessment Plan and Assessment Findings; 2013-2014 Assessment Cycle)
Summary of Findings: Taskstream installation and implementation by spring 2014

Action details: Taskstream training and campus-wide implementation by December 2014.

Implementation Plan (timeline):
Key/Responsible Personnel:
Measures:
Budget approval required? (describe):
Budget request amount: $0.00
Priority:

Self-Study Report
Submit the Philander Smith College Self-Study to the Higher Learning Commission by September 1, 2014

No actions specified

Status Report
Action Statuses

Institutional Effectiveness and Planning Outcome Set

Academic Distinction and Operational Éclat

Institutional Effectiveness Policy
Develop and implement a PSC Policy on Institutional Effectiveness.

No actions specified

Taskstream
Purchase and Utilize Taskstream Strategic Planning and Accreditation Software.

Action: Taskstream
Action details: Taskstream training and campus-wide implementation by December 2014.

Implementation Plan (timeline):
Key/Responsible Personnel:
Measures:
<table>
<thead>
<tr>
<th><strong>Budget approval required? (describe):</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget request amount:</strong> $0.00</td>
</tr>
<tr>
<td><strong>Priority:</strong></td>
</tr>
</tbody>
</table>

- **Status for Taskstream**
  - No Status Added

**Self-Study Report**
Submit the Philander Smith College Self-Study to the Higher Learning Commission by September 1, 2014

**Status Summary**
No text specified

**Summary of Next Steps**
No text specified
Assessment Plan

Mission Statement

The mission of the Office of Institutional Effectiveness and Planning (IEP) is to provide a roadmap for a systemic and ongoing process of collecting information for improving the overall effectiveness of Philander Smith College, to promote continuous improvement in Philander Smith college programs through outcomes assessment, and apply focused and sustained strategic planning criteria to all units, departments, programs, and offices that contribute to student success in college.

Outcomes and Measures

Institutional Effectiveness and Planning Outcome Set

Academic Distinction and Operational Éclat

| Articulation Agreements
Develop articulation agreements with community colleges. |
| --- |
| **Measure:** Articulation Agreements
Other level; Direct - Other |
| Details/Description: Complete two pending articulation agreements with Pulaski Technical College and Shorter College of North Little Rock, Arkansas. Complete Articulation Agreement for ROTC Military Science Program at University of Central Arkansas and Philander Smith College |
| **Acceptable Target:** Complete Articulation Agreements |
| **Ideal Target:** |
| **Implementation Plan (timeline):** |
| **Key/Responsible Personnel:** Dr. Annie Williams |

| Assessment
Establish and implement procedures for periodic assessment review. |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Measure:</strong> Assessment</td>
</tr>
<tr>
<td>Details/Description: Annual meetings and assessment starting October 2014</td>
</tr>
<tr>
<td><strong>Acceptable Target:</strong> Annual meetings</td>
</tr>
<tr>
<td><strong>Ideal Target:</strong></td>
</tr>
<tr>
<td><strong>Implementation Plan (timeline):</strong> October 2014</td>
</tr>
<tr>
<td><strong>Key/Responsible Personnel:</strong> Dr. Annie Williams</td>
</tr>
</tbody>
</table>

| Strategic Plan
Collect, compile, and monitor President Cabinet’s monthly reports relative to the 2014-2019 PSC Strategic Plan |
| --- |
| **Measure:** Strategic Plan
Institution level; Direct - Other |
| Details/Description: 100% of President’s Cabinet reports received by July 31, 2014 |
| **Acceptable Target:** Collect Cabinet Reports monthly beginning July 31, 2014 |
| **Ideal Target:** Collect Reports Monthly |
| **Implementation Plan (timeline):** July 31, 2014 |
Assessment Findings

Finding per Measure

Institutional Effectiveness and Planning Outcome Set

Academic Distinction and Operational Éclat

Articulation Agreements

Develop articulation agreements with community colleges.

- **Measure:** Articulation Agreements
  - Other level; Direct - Other

  **Details/Description:** Complete two pending articulation agreements with Pulaski Technical College and Shorter College of North Little Rock, Arkansas. Complete Articulation Agreement for ROTC Military Science Program at University of Central Arkansas and Philander Smith College

  **Acceptable Target:** Complete Articulation Agreements

  **Ideal Target:**

  **Implementation Plan (timeline):**

  **Key/Responsible Personnel:** Dr. Annie Willaims

  **Findings for Articulation Agreements**

  **Summary of Findings:** Completed Articulation Agreement for ROTC Military Science Program at the University of Central Arkansas and Philander Smith College was completed July 2014.

  **Results:** Acceptable Target Achievement: Met

  **Recommendations:**

  **Reflections/Notes:**

Assessment

Establish and implement procedures for periodic assessment review.

- **Measure:** Assessment

  **Details/Description:** Annual meetings and assessment starting October 2014

  **Acceptable Target:** Annual meetings

  **Ideal Target:**

  **Implementation Plan (timeline):** October 2014

  **Key/Responsible Personnel:** Dr. Annie Willaims

  **Findings for Assessment**

  **Summary of Findings:** Periodic assessment reviews starting October 2014, as evidenced by minutes of Annual meetings

  **Results:** Acceptable Target Achievement: Met

  **Recommendations:**

  **Reflections/Notes:**
**Strategic Plan**

Collect, compile, and monitor President Cabinet’s monthly reports relative to the 2014-2019 PSC Strategic Plan

**Measure:** Strategic Plan

**Institution level:** Direct - Other

**Details/Description:** 100% of President’s Cabinet reports received by July 31, 2014

**Acceptable Target:** Collect Cabinet Reports monthly beginning July 31, 2014

**Ideal Target:** Collect Reports Monthly

**Implementation Plan (timeline):** July 31, 2014

**Key/Responsible Personnel:** Dr. Annie Williams

---

**Findings for Strategic Plan**

**Summary of Findings:** Beginning July 31, 2014, receive President's Cabinet reports

**Results:** Acceptable Target Achievement: Met

**Recommendations:**

**Reflections/Notes:**

---

**Overall Recommendations**

*No text specified*

**Overall Reflection**

*No text specified*

---

**Operational Plan**

**Mission Statement**

The mission of the Office of Institutional Effectiveness and Planning (IEP) is to provide a roadmap for a systemic and ongoing process of collecting information for improving the overall effectiveness of Philander Smith College, to promote continuous improvement in Philander Smith college programs through outcomes assessment, and apply focused and sustained strategic planning criteria to all units, departments, programs, and offices that contribute to student success in college.

---

**Actions**

---

**Institutional Effectiveness and Planning Outcome Set**

---

**Academic Distinction and Operational Éclat**

**Articulation Agreements**

Develop articulation agreements with community colleges.

---

**Action:** Articulation Agreements

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

**Action details:** Finalize two pending articulation agreements with community colleges.
Assessment
Establish and implement procedures for periodic assessment review.

No actions specified

Strategic Plan
Collect, compile, and monitor President Cabinet’s monthly reports relative to the 2014-2019 PSC Strategic Plan

Action: Strategic Plan Updates
This Action is associated with the following Findings
No supporting Findings have been linked to this Action.

Action details: Follow-up on email reminders monthly beginning July 2014

Implementation Plan (timeline):

Key/Responsible Personnel:

Measures:

Budget approval required? (describe):

Budget request amount: $0.00

Status Report

Action Statuses

Institutional Effectiveness and Planning Outcome Set

Academic Distinction and Operational Éclat

Articulation Agreements
Develop articulation agreements with community colleges.

Action: Articulation Agreements

Action details: Finalize two pending articulation agreements with community colleges.

Implementation Plan (timeline):

Key/Responsible Personnel:

Measures:

Budget approval required? (describe):

Budget request amount: $0.00
**Assessment**

Establish and implement procedures for periodic assessment review.

**Strategic Plan**

Collect, compile, and monitor President Cabinet's monthly reports relative to the 2014-2019 PSC Strategic Plan

**Action: Strategic Plan Updates**

- **Action details:** Follow-up on email reminders monthly beginning July 2014

- **Implementation Plan (timeline):**

- **Key/Responsible Personnel:**

- **Measures:**

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

- **Budget request amount:** $0.00

- **Priority:**

**Status for Strategic Plan Updates**

No Status Added