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**Institutional Assessment Process**

**Purpose**

The purpose the five-year institutional assessment process is as follows:

* to promote and maintain high quality programs and services by assessing status to develop future-focused action plans;
* to promote meaningful communication in support of ongoing improvement; and,
* to fulfill accreditation requirements.

**Characteristics**

Each five-year institutional assessment should:

* be forward looking;
* emphasize evaluative analyses not descriptive information (link to existing College reports);
* make informed judgments about quality of the department, curriculum, learning outcomes, services, resources, and future directions;
* conduct concise appraisals of strengths, weaknesses, opportunities, and threats;
* incorporate recent external accreditations; and,
* link directly to the Strategic Plan and budget.

**Timeline for Service Departments & Instructional Departments**

**(or on Accreditation Cycle)**

**Spring Semester:** Develop surveys/scans and how the data will be collected and complete the following sections of the Institutional Assessment:

* Department’s Relationship to the College Mission and Strategic Plan
* Summary of Departmental Activities, Assessment and Use of Results

**Fall Semester:** Complete the following sections of the Institutional Assessment:

* Internal and External Data Collection and Analyses
* Cost Per FTE and Trend Analysis
* SWOT
* Action Plans

**November 1:** Forward completed assessment to Vice President/President

**Institutional Assessment Report**

***Department / Year***

**Department’s Relationship to the College Mission and Strategic Plan**

*(completed Spring semester or on accreditation cycle)*

*In a paragraph or two, discuss how the department’s work carries out the Mission and Strategic Plan.*

**Summary of Departmental Activities, Assessment and Use of Results**

 *(completed Spring semester or on accreditation cycle)*

*(may include process flowchart)*

*Provide a brief overview of major accomplishments since the last review and how assessment results have been used to improve services/learning outcomes.*

**Internal and External Data Collection and Analysis**

*(completed by Fall semester or on accreditation cycle)*

*Gather and analyze relevant internal and external data (link to data).*

**Annual Cost per FTE and Trend Analyses**

*(completed by Fall semester)*

*Provide cost per FTE and analyze for the period being evaluated.*

**SWOT Analysis**

*(completed by Fall semester)*

*Using the data collected and analyzed, complete a SWOT analysis. Reference and link data for each.*

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| **Internal Strengths** | **Internal Weaknesses** |
| **External Opportunities** | **External Threats** |

**External Accreditation (if applicable)**

*Link to accreditation report.*

**INSTITUTIONAL ACTION PLANS for *Department* / *Year***

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| Instl or Deptl | Org Code | Aim | Obj | Instl Strategy | Action Plan Description | Indicators | Addl Res ? | Amount | Type | Onetime Expense | Annual Expense | Funding Source | FY Compl | Status | Responsible Party | Submitted by |
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**DEPARTMENTAL ACTION PLANS for *Department* / *Year***

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| Instl or Deptl | Org Code | Aim | Obj | Instl Strategy | Action Plan Description | Indicators | Addl Res ? | Amount | Type | Onetime Expense | Annual Expense | Funding Source | FY Compl | Status | Responsible Party | Submitted by |
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**Evaluation**

 [ ]  Meets Expectations

*Comments:*

[ ]  Requires Attention and Submission of a Follow-Up Report

*Comments:*

[ ]  Does Not Meet Expectations and Requires Submission of a Follow-Up Report

*Comments:*

Follow-up report required by:

*Comments:* (Date)

**Approvals**

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Director (if applicable) Date

*Comments:*

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Associate Dean Date

*Comments:*

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Dean Date

*Comments:*

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Vice President/President Date

*Comments:*