



**Valdosta State University
Office of Institutional Effectiveness
Strategic Plan 2013-2019**

Mission

The Office of Institutional Effectiveness supports the [mission](#) of Valdosta State University and the mission of the Division of Academic Affairs by utilizing the expertise of our faculty and staff to foster an institutional culture of continuous quality improvement in our academic, student support, and administrative programs.

Strategic Plan

In order to successfully implement a departmental six-year strategic plan to support the Division of Academic Affairs, the department establishes the following overarching goals with associated action items to achieve those goals.

- Goal 1: Promote continuous quality improvement techniques and strategies for academic programs, student services, and administrative services.
- Goal 2: Develop, utilize, and maintain collection processes to build a culture of evidence and maintain excellence in accreditation.

Goal Alignment	Action Item Description	Timeline	Assigned to	Resources (personnel, space, funding, time, tech.)	Assessment (a unit of measure)
Institutional Effectiveness Strategic Goal 1					
IE Goal 1 AA Goal 1.3, 2.5 VSU Goal 5.1.3, 1.2, 5.3.1	Develop and conduct assessment workshops and training courses.	Each semester	M. Black and UAC	No additional resources required.	<ul style="list-style-type: none"> ·Teach or organize at least 1 workshop or training course per semester during the academic year. ·Utilize the Employee and Organizational Development (EOD) Training Database to track participation. ·Teach 1 graduate level course to Higher Education students on assessment, evaluation, and measurement every other year.
IE Goal 1 AA Goal 1.3 VSU Goal 5.1.3, 5.3.1	Add new assessment resources to the Institutional Effectiveness website.	Each semester	M. Black and P. Rozier	No additional resources required.	<ul style="list-style-type: none"> ·Add at least 5 new, helpful resources by the end of the fiscal year.
IE Goal 1 AA Goal 1.3 VSU Goal 1.2, 5.3.1	Review existing student learning outcomes for academic programs.	Periodically	M. Black and UAC	No additional resources required.	<ul style="list-style-type: none"> ·Conduct a student learning outcomes catalog audit every 2 years and provide feedback to program coordinators and department heads. <i>(Last conducted Spring 2013.)</i>



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IE Goal 1 AA Goal 1.3 VSU Goal 1.2, 5.2.2, 5.3.1	Assist academic colleges, departments, and administrative units in the development and operation of their assessment programs.	Weekly	M. Black and UAC	No additional resources required.	<ul style="list-style-type: none"> ·Meet with 100% of departments and faculty who request services. ·Identify at least 5 other departments to reach out to regarding their assessment program.
IE Goal 1 AA Goal 1.1 VSU Goal 1.1.2, 1.2, 5.2.2, 5.3.1	Assist faculty and department heads with using their assessment data to close the feedback loop for better academic planning.	As needed	M. Black and S. Gravett	No additional resources required.	<ul style="list-style-type: none"> ·Direct 100% of department and faculty inquires to correct forms and instruct them through the process.
Institutional Effectiveness Strategic Goal 2					
IE Goal 2 AA Goal 1.3, 2.2 VSU Goal 4.1.1, 5.1.3, 5.2.2	Provide training to faculty on Digital Measures to enter course syllabi and faculty credentials.	Monthly and as required	M. Black	No additional resources required.	<ul style="list-style-type: none"> ·Offer at least 1 training course per month and provide individual instruction sessions as requested. ·Utilize the EOD Training Database to track participation. ·Identify and train a primary contact in each academic college to serve as the Digital Measures go-to person.
IE Goal 2 AA Goal 1.3 VSU Goal 1.2, 3.3.1, 5.2.2, 5.3.1	Make assessment data available to stakeholders. Maintain assessment data documentation files to include creating and processing forms and materials used for assessment.	Each semester	P. Rozier and M. Black	No additional resources required.	<ul style="list-style-type: none"> ·Post all assessment related files (core and major) in LiveText frequently. ·Setup LiveText visitor passes as needed for stakeholder access. ·Work toward increasing functionality of LiveText to allow for department/program self-entry of assessment results. ·Explore the faculty web-profiles feature in Digital Measures and gain permission from VPAA, Deans, and/or Faculty to turn on.



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IE Goal 2 AA Goal 1.3, 3.3.1, 5.2.2, 5.2.3 VSU Goal 5.2.2, 5.3	Maintain an Institutional Effectiveness Assessment Calendar.	Each semester	S. Gravett and M. Black	No additional resources required.	<ul style="list-style-type: none"> ·Generate a calendar for department head planning and regularly update that calendar. ·Post the calendar in the Department Heads Handbook or at another online location.
IE Goal 2 AA Goal 3.2 VSU Goal 1.2, 3.3.1, 5.2.1, 5.2.2	Assist academic colleges and departments with external or professional accreditation and reaffirmation reviews.	Per established timeline	M. Black	No additional resources required.	<ul style="list-style-type: none"> ·Proactively reach out to 100% of academic programs scheduled for an external accreditation review. ·Provide requested data or services to programs for external reviews.
IE Goal 2 AA Goal 3.2 VSU Goal 3.3.1, 5.2.2	Prepare SACS-related documents, including working with appropriate on-campus departments, to prepare substantive change prospectuses, substantive change notification letters, level change applications, timely substantive change reporting to Deans, accreditation correspondence tracking, Fifth-Year Interim Report, SACS Financial Profile, and SACS Institutional Profile.	<p>Change letters each month</p> <p>Prospectus as needed</p> <p>Financial Profile and Institutional Profile annually</p>	<p>M. Black</p> <p>Reaffirmation Reports may utilize a special committee.</p>	No additional resources required.	<ul style="list-style-type: none"> ·Ensure that VSU is 100% compliant with all SACSCOC policies to include substantive change. ·Provide training (i.e., handout) annually to Deans' Council and a current website on substantive change. ·Review Academic Committee Meeting minutes monthly and apply SACSCOC policies. ·Contact deans each semester during the academic year to verify timely reporting of substantive changes.



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Institutional Effectiveness Strategic Goals 1 and 2					
IE Goal 1, 2 AA Goal 1.3 VSU Goal 1.2, 5.3.1	Actively participate in the planning and proceedings of the University Assessment Committee (UAC).	Monthly during the academic year	M. Black and P. Rozier	No additional resources required.	<ul style="list-style-type: none"> ·Hold at least 8 UAC meetings per academic year. ·Place all meeting agendas and minutes on the UAC website and LiveText. ·Ensure committee representation is from all colleges and divisions.
IE Goal 1, 2 AA Goal 1.3 VSU Goal 1.2, 5.3.1	Actively participate in the proceedings of the General Education Council (GEC).	Monthly	M. Black and P. Rozier	No additional resources required.	<ul style="list-style-type: none"> ·Place all meeting minutes on the GEC website and in LiveText.
IE Goal 1, 2 AA Goal 1.3 VSU Goal 1.2, 5.2.2, 5.3.1	Collect and review Institutional Effectiveness Reports and Plans.	Each fall	M. Black and UAC	\$23,000 (reassignment for 1 Peer Assessment Leader per college per semester)	<ul style="list-style-type: none"> ·Collect 100% of documents from all units/programs. ·Provide written feedback to 100% of units/programs. ·Post all reports and feedback in LiveText for archival and accreditation. ·Train college assessment committees to review IEPs/IERs. ·Identify funding and award a course reassignment for a Peer Assessment Leader (PAL) in each college. ·Work toward increasing functionality of LiveText to allow for department/program self-entry of assessment results.
IE Goal 1, 2 AA Goal 1.3 VSU Goal 1.3.4, 5.2.2, 5.2.3, 5.3.1	Conduct Academic Comprehensive Program Review process to evaluate quality, viability, and productivity.	Annually according to established schedule	M. Black and S. Gravett	No additional resources required.	<ul style="list-style-type: none"> ·Host 1 CPR orientation meeting in September. ·Evaluate final analyses in conjunction with the Provost, Dean, and Department Head and provide written feedback. ·Compile final CPR document and post in LiveText. ·Identify programs considered low degree-producing. ·Facilitate program enhancement, merger, closure, and/ or termination.



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IE Goal 1,2 AA Goal 1.3 VSU Goal 1.2.2, 5.3.1	Assist with assessment efforts for the Quality Enhancement Plan (QEP). Participate in the Undergraduate Research Council (URC).	During QEP project activity	M. Black and J. LaPlant	No additional resources required.	<ul style="list-style-type: none"> ·Hold 1 initial meeting with QEP project coordinators to discuss assessment. ·Follow up multiple times throughout project with QEP coordinators. ·Hire an external reviewer to evaluate the entire QEP prior to the Fifth-Year Interim Report. ·Attend scheduled meetings of the Undergraduate Research Council.
IE Goal 1, 2 AA Goal 3.2 VSU Goal 3.3.1	Maintain current knowledge of assessment research and best practices. Attend national, regional, and state professional meetings. Serve as the institutional representative to University System of Georgia taskforces and committees on assessment and accreditation (i.e., RACEA).	Each semester	M. Black	Funding to attend meetings and conference.	<ul style="list-style-type: none"> ·Attend the annual Assessment Institute. ·Identify UAC members to attend Assessment Institute. ·Attend SACSCOC Annual Meeting and/or SACSCOC Summer Institute. ·Attend and actively participate in fall and spring USG RACEA meetings.

The Office of Institutional Effectiveness participates in and/or supports (but does not hold primary responsibility for) the following other institutional initiatives:

- University Catalog Advisory Committee
- University Strategic Planning Committee
 - VSU Strategic Plan 2013-2019
 - Mission Statement Revision
 - Comparator Peer and Aspirational Peer institutions selection
- University Council
 - Repository of official minutes
- Carnegie Community Engagement Classification
- 50 Years of Integration Committee (ends June 30, 2014)