TO: Administrative Unit Heads, Deans, Department Heads, Directors, and Program Coordinators

CC: Vice Presidents and Cabinet Officers

FROM: Robert T. Smith, Ph.D.
Provost and Vice President for Academic Affairs

DATE: July 29, 2020

SUBJECT: Institutional Effectiveness Reports (IER) and Plans (IEP) –
Due Sept. 30, 2020 to University Assessment Committee

Thank you for your work in previous semesters on your department’s institutional effectiveness reports. Because VSU is engaged in institutional effectiveness for continuous improvement, the following information is provided to guide you in the completion of your 2019-20 report and 2020-21 plan. To aid in this process, the University Assessment Committee and our Institutional Effectiveness Unit will coordinate the collection of necessary information from all administrative and academic units within the university. This documentation contributes toward the evidence of institutional effectiveness required for maintaining our SACSCOC accreditation.

Each administrative and academic unit is required to submit an updated Institutional Effectiveness Report (IER) and Plan (IEP) annually.

Reports must include:
- identification of student learning outcomes or goals being measured
- specific measures/benchmarks of success
- assessments used to measure outcomes/goals
- data results (qualitative and quantitative) collected from assessments
- how assessment results have been applied to make improvements

Plans must include:
- identification of student learning outcomes or goals being measured
- specific measures/benchmarks of success
- assessments used to measure outcomes/goals

Resources
The University Assessment Committee has developed and assembled report templates and additional resources to assist you in preparing the documents (available at www.valdosta.edu/uac). Also, two live online training sessions on preparing the Institutional Effectiveness Report and Plan are offered on August 26, 2020, 2:00-3:00pm OR September 1, 2020, 3:00-4:00pm. For either session, register through
the EOD Training Database or email mmblack@valdosta.edu so we can send you the link to the session. For more information on creating an institutional effectiveness plan for your unit or preparing the documents, contact Dr. Michael Black (assessment@valdosta.edu or 333-5950) or your college/division University Assessment Committee representative.

ADJUSTMENTS DUE TO COVID-19

- For the 2019-20 Institutional Effectiveness Report (IER), report data and improvements which occurred in Fall 2019 (and Spring 2020, if data was collected). If Spring 2020 assessments were not able to be conducted and/or data is not reliable, explain this clearly in the 2019-20 report data section.
  - Academic programs can write a statement such as: “Spring 2020 course assessments were not able to be conducted due to the coronavirus and emergency transition to online learning. The program will carry forward the planned assessments to 2020-21 or adjust them to accommodate the current environment.”
  - Administrative units can write a statement such as: “Fiscal Year 2020 unit goals were not able to fully implemented/completed due to the coronavirus and emergency transition to online learning. The department will carry forward the planned goals to 2020-21 or adjust them to accommodate the current environment.”
- For the 2020-21 Institutional Effectiveness Plan (IEP), develop a realistic and manageable plan for this year taking into account the circumstances.

ACTION STEPS

|   | Download the Institutional Effectiveness Plan and Report Templates (Also attached to this email) | From the University Assessment Committee (UAC) website http://www.valdosta.edu/uac/ download:
|   |   | • academic program report and plan templates OR
|   |   | • administrative support unit/academic support unit/student services support unit report and plan templates
|   | Complete the 2019-20 Institutional Effectiveness Report (IER) | In the 2019-20 Plan, units indicated outcomes, assessment methods, and benchmarks for success. To complete the 2019-20 Report, simply add the remaining two components:
|   |   | • data/results/evidence of the assessments indicated in the plan, and
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<thead>
<tr>
<th>Step</th>
<th>Task Description</th>
<th>Notes</th>
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<td>3</td>
<td>Complete the 2020-21 Institutional Effectiveness Plan (IEP)</td>
<td>In the IEP, indicate goals/outcomes, assessment methods, and benchmarks for success for the 2020-21 planning cycle. Administrative units should connect goals to the new VSU Strategic Plan.</td>
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<td>Perform Self-Review</td>
<td>To ensure a timely and a thorough review, the members of the University Assessment Committee will use a checklist to review each plan and report. They recommend that you perform a self-review of your documents using the same online form at <a href="https://goo.gl/zYig3k">https://goo.gl/zYig3k</a>. If you would like an informal review of your IER or IEP before you submit them, email it to <a href="mailto:assessment@valdosta.edu">assessment@valdosta.edu</a> and we will be glad to review and send feedback.</td>
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| 5    | Submit the Completed Documents | While the majority of the report may be completed during the summer before the report is due, Institutional Effectiveness Reports and Plans are due September 30th to the University Assessment Committee. **Circulate a printed copy first and after approval by a Dean, Director, or Vice President, email the IE Report and IE Plan as a Microsoft Word document to assessment@valdosta.edu by September 30, 2020.**  
*Note: Your Vice President, Director, or Dean should set earlier deadlines in order to allow time for review and submission by the university deadline.*  
**The deadline for all documents to UAC is September 30, 2020.** |