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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, 2021

SUBJECT: Institutional Effectiveness Reports (IER) and Plans (IEP) –  
**Due Sept. 30, 2021 to University Assessment Committee**

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Thank you for your work in previous years on your department's institutional effectiveness reports. The positive results from VSU's SACSCOC site visit in March 2021 are evidence that faculty and staff are actively engaged in continuous improvement. To maintain this momentum, the following information is provided to guide you in the completion of the **2020-21 report and 2021-22 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:

- **>>NEW SECTION:** reflective statement on changes made in the prior reporting year
- 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](http://www.valdosta.edu/uac)). Also, two live



online training sessions on preparing the Institutional Effectiveness Report and Plan are offered on **August 26, 2021, 2:00-3:00pm** **OR** **September 8, 2021, 2:00-3:00pm**. For either session, register through the [EOD Training Database](#) or email [mblack@valdosta.edu](mailto:mblack@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](mailto:assessment@valdosta.edu) or 333-5950) or your college/division University Assessment Committee [representative](#).

### ACTION STEPS

1	Download the Institutional Effectiveness Plan and Report Templates (Also attached to this email)	<p>From the University Assessment Committee (UAC) website <a href="http://www.valdosta.edu/uac/">http://www.valdosta.edu/uac/</a> download:</p> <ul style="list-style-type: none"> <li>• <b>academic program</b> report and plan templates OR</li> <li>• <b>administrative support unit/academic support unit/student services support unit</b> report and plan templates</li> </ul>
2	Complete the 2020-21 Institutional Effectiveness Report (IER)	<p>The 2020-21 Report (IER) is based on the 2020-21 Plan (IEP) submitted in September 2020. It should contain results from work accomplished during summer 2020, fall 2020, and spring 2021.</p> <p>In the 2020-21 Plan, units indicated outcomes, assessment methods, and benchmarks for success. To complete the 2020-21 Report, simply add these remaining components:</p> <ul style="list-style-type: none"> <li>• a reflective statement on the effectiveness of changes made in the prior reporting year</li> <li>• data/results/evidence of the assessments indicated in the plan, and</li> <li>• discussion of how those results/evidence were used to make improvements.</li> </ul>
3	Complete the 2021-22 Institutional Effectiveness Plan (IEP)	<p>In the IEP, indicate goals/outcomes, assessment methods, and benchmarks for success for the 2021-22 planning cycle. Administrative units should connect goals to the <a href="#">VSU Strategic Plan</a>.</p>
4	Perform Self-Review	<p>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></p> <p>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.</p>



5	Submit the Completed Documents <b>The deadline for all documents to UAC is September 30, 2021.</b>	While the majority of the report may be completed during the summer before the report is due, Institutional Effectiveness Reports and Plans are <b>due September 30<sup>th</sup></b> to the University Assessment Committee. <b>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 <a href="mailto:assessment@valdosta.edu">assessment@valdosta.edu</a> by September 30, 2021.</b> <i>*Note: Your Vice President, Director, or Dean should set earlier deadlines in order to allow time for review and submission by the university deadline.</i>
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