

Documenting Your Institutional Effectiveness Process

A Guide for the Colleges

Table of Contents

Documenting Your Institutional Effectiveness Processes	2
Institutional Effectiveness at the University of Florida	2
The Role of the Colleges	3
Due Date	3
Questions?	3
Effectiveness Process Documentation Report Template	4
1. Mission Statement	4
2. College Goals	4
3. Academic Program Goals	4
4. Student Learning Outcomes	4
5. Administrative Support Services	4
6. Academic and Student Support Services	4
7. Research	4
8. Community and Public Service	4
9. Effectiveness Oversight	4
Bibliography	5

Documenting Your Institutional Effectiveness Processes

As a component of our 2013-14 SACS review, we need from each college a concise written explanation (3-5 pages) of the institutional effectiveness processes that are engaged to maximize the college's efforts to meet its mission. The report also presents the processes for how the colleges collect, manage, analyze, and use data to modify and improve their effectiveness. The report does **not** present data; data from these processes are reported annually via *Compliance Assist!*, the university's accreditation software program.

Institutional Effectiveness at the University of Florida

Institutional effectiveness is a priority at the University of Florida and other comprehensive universities across the United States (Pennsylvania State University, 2011; University of Georgia, 2011; University of Kentucky, 2011; University of Texas at Austin, 2011). The December 2011 revision of the *Principles of Accreditation* (Southern Association of Colleges and Schools Commission on Colleges (Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 2011) presents institutional effectiveness as core requirement 2.5:

The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systematic review of institutional mission, goals, and outcomes; (2) result in continuing improvement in institutional quality; and (3) demonstrate the institution is effectively accomplishing its mission. (p. 18)

Institutional effectiveness is further defined in standard 3.3.1:

3.3.1 The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas: (Institutional Effectiveness)

- 3.3.1.1 educational programs, to include student learning outcomes
- 3.3.1.2 administrative support services
- 3.3.1.3 academic and student support services
- 3.3.1.4 research within its mission, if appropriate
- 3.3.1.5 community/public service within its mission, if appropriate (Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 2011, p. 27)

A major component of this process is the demonstration of appropriate financial control over resources. Standard 3.10 presents the following:

- 3.10.3 The institution exercises appropriate control over all its financial resources. (Control of finances)
- 3.10.4 The institution maintains financial control over externally funded or sponsored research and programs. (Control of sponsored research/external funds) (p. 32)

The Role of the Colleges

As integral components of the University of Florida, the colleges play a primary role in the institutional effectiveness of the university. Colleges collect data and monitor internal processes, analyze the results of these activities, and use the results to monitor and improve academic quality, research, and services.

The responsibilities of colleges in the institutional effectiveness process are to:

1. Develop, monitor, and assess college goals annually (includes strategic plans).
2. Collect and review academic program goal assessments annually.
3. Monitor assessment of student learning outcomes in the college's programs.
4. Provide high quality and effective administrative support services, and periodically assess these services.
5. Provide high quality academic and student support services, and periodically assess these services.
6. Provide the enabling conditions and processes for faculty research, monitor faculty research and productivity, and assess this activity periodically.
7. Encourage and engage in community and public service, and periodically monitor and assess this activity.
8. Allocate resources appropriately in response to the data gathered in the institutional effectiveness process.

Due Date

Institutional Effectiveness Process documentation reports for the colleges are due **November 30, 2012**. Email reports to Ashley Caspary, acaspary@aa.ufl.edu, Office of Institutional Assessment, 352-273-4476.

Questions?

Direct inquiries to Timothy S. Brophy, Director of Institutional Assessment, tbrophy@aa.ufl.edu, phone 352-273-4476.

Effectiveness Process Documentation Report Template

Documentation reports should address the following components.

College:

Contact person:

1. Mission Statement

What is the college's mission? How does this mission support the university's mission?

2. College Goals

What are the college's goals? How are these determined, measured, and modified?

3. Academic Program Goals

How does the college monitor the program goals of the academic programs within its purview?

- For example, if the college has established processes to assist or otherwise hold accountable academic programs to report progress on their stated goals, how are these processes engaged?

4. Student Learning Outcomes

How does the college monitor the implementation of the Academic Assessment Plans for the academic programs within its purview?

- For example, if the college identifies high-performing units or programs, what criteria are used to identify these units/programs, and how are they recognized or rewarded?

5. Administrative Support Services

How does the college monitor the effectiveness of its administrative support services? How are services modified in response to data collected in this process?

6. Academic and Student Support Services

How does the college monitor the effectiveness of its academic and student support services? How are services modified in response to data collected in this process?

7. Research

How does the college provide the enabling conditions and processes for faculty research, monitor faculty research and productivity, and assess this activity?

8. Community and Public Service

How does the college encourage and monitor community and public service?

- For example, if the college recognizes or rewards community and public service, how is this done?

9. Effectiveness Oversight

Other than the dean, who is responsible for the oversight of the college's effectiveness process? What is the effectiveness reporting structure in the college?

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1