

AREA OF RESPONSIBILITY: OFFICE OF INSTITUTIONAL EFFECTIVENESS

RESPONSIBLE CONTACT: VICE PRESIDENT OF INSTITUTIONAL EFFECTIVENESS
EFFECTIVENESS

POLICY IDENTIFICATION: REPORTING TO EXTERNAL AND INTERNAL AGENCIES –

EFFECTIVE DATE: 2/1/09

LAST REVISED: 4/2024

It is the policy of the University that certain major reports (i.e., IPEDS, SACSCOC, College Board, etc.) submitted to external agencies must be reviewed by the Vice President for Institutional Effectiveness.

Direct Requests for Reports from Agencies

The University requires the Institutional Effectiveness Office to review any reports sent out from the University regarding regulatory compliance, institutional planning and effectiveness and assessment for accuracy, and ensure that the University vision, mission, goals, and core values are adhered to.

If an agency directly requests a report from a unit other than the Office of Institutional Effectiveness, a copy of the agency's request must be sent to the Office of Institutional Effectiveness within 24 hours of receipt of request.

A review copy of the report to be submitted to the requesting agency must also be sent to the Office of Institutional Effectiveness, and sufficient time allowed for review prior to mailing.

Data for Preparing External Reports

The Office of Institutional Effectiveness shall determine policies governing data collection, analysis, research methodologies, and reporting for ALL external and internal reporting purposes including but not limited to data cleaning, establishing data freeze dates, data analysis, and adherence to state, federal, intuitional and other regulatory guidelines. General purpose University data can be found on the University's Fact Sheet that is updated yearly.

Internal Information Access

Requests for statistical information may come from internal offices (IT) and departments. Information requested must be used for internal decision-making purposes and include said purposes in the request. The Vice President of Institutional Effectiveness shall determine if requests for institutional data meet University policy guidelines, and the conditions under which University operational data may be used and/or released to external constituencies.

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RESPONSIBLE CONTACT: VICE PRESIDENT OF INSTITUTIONAL EFFECTIVENESS

POLICY IDENTIFICATION: UNIVERSITY FACT SHEET

EFFECTIVE DATE: 2/1/09

LAST REVISED: 4/2024

The Office of Institutional Effectiveness will annually publish a Fact Sheet containing statistical data about its student enrollment, faculty, finance, physical facilities, and other programmatic information.

The Vice President of Institutional Effectiveness shall be responsible for collecting and publishing such data.

AREA OF RESPONSIBILITY: OFFICE OF INSTITUTIONAL EFFECTIVENESS

RESPONSIBLE CONTACT: VICE PRESIDENT OF INSTITUTIONAL
EFFECTIVENESS

POLICY IDENTIFICATION: EVALUATION OF INSTITUTIONAL GOALS

EFFECTIVE DATE: 2/1/09

LAST REVISED: 4/2024

It is the policy of the University to identify expected outcomes of administrative support services, and to identify and use appropriate analytic methodologies necessary to determine the extent to which outcomes are achieved.

The Vice President of Institutional Effectiveness will ensure that progress towards university strategic goals are measured, and that the institution operates efficiently. University mission and goals must be evaluated periodically.

The President, Chief Operating Officer and Vice President of Institutional Effectiveness shall provide leadership for the evaluation process and shall provide evaluation techniques training for vice presidents, unit directors, and project directors.

AREA OF RESPONSIBILITY: OFFICE OF INSTITUTIONAL EFFECTIVENESS

RESPONSIBLE CONTACT: VICE PRESIDENT OF INSTITUTIONAL EFFECTIVENESS

POLICY IDENTIFICATION: LONG-RANGE PLANNING

EFFECTIVE DATE: 2/1/09

LAST REVISED: 4/2024

It is the policy of the University that a strategic plan shall be prepared every five years providing a vision of the University at the end of the 5-year period and detailing the steps necessary to attain specific goals. The University's comprehensive 5-year plan is contained in the Strategic Plan booklet.

The Institutional Effectiveness Office shall have primary responsibility for preparing this plan but shall conduct its work in collaboration with these key planning groups:

Executive Leadership Council (ELC) - The President's Cabinet serves as the ELC and is responsible for reviewing and setting priorities for the objectives in the long-range plan.

Assessment Committee - This committee is responsible for monitoring Educational Programs, student testing, student learning outcomes, program outcomes, and all assessment activities for individual departments.

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RESPONSIBLE CONTACT: VICE PRESIDENT OF INSTITUTIONAL EFFECTIVENESS
POLICY IDENTIFICATION: EVALUATION RESPONSIBILITIES
EFFECTIVE DATE: 2/1/09
LAST REVISED: 05/22; 4/2024

It is the policy of the University that the primary responsibility for unit program and personal evaluation rests with the vice presidents, unit directors, and project directs for each of their areas and/or projects.

While it is understood that the major part of planning and evaluation takes place at the vice president/unit/project level, several other groups share the responsibility for planning and evaluation.

- President
- Vice President of Institutional Effectiveness
- Executive Leadership Council
- Business Intelligent Analysts

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POLICY IDENTIFICATION: INSTITUTIONAL EFFECTIVENESS DATABASE

EFFECTIVE DATE: 2/1/09

LAST REVISED: 05/22; 4/2024

The University requires the Office of Institutional Effectiveness to develop a database of major results yielded from assessment instruments used to measure student learning and program outcomes. Further, the results of such data shall be solely housed in the Office of Institutional Effectiveness under the leadership of the VP for Institutional Effectiveness

Access to database must be approved by the Vice President of Institutional Effectiveness. Such access shall be subject to the University's policy on confidential materials.