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 28, 2022
SUBJECT:	Institutional Effectiveness Reports (IER) and Plans (IEP) – **Due Sept. 30, 2022 to University Assessment Committee**

Thank you for your work in previous years on your department's institutional effectiveness reports. The following information is provided to guide you in the completion of the **2021-22 report and 2022-23 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:
- 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). Also, two live online training sessions on preparing the Institutional Effectiveness Report and Plan are offered:

OFFICE of the PROVOST & VICE PRESIDENT for ACADEMIC AFFAIRS
PHONE 229.333.5950 • **FAX** 229.333.7400 • **WEB** www.valdosta.edu/academics/academic-affairs/
ADDRESS 1500 N. Patterson St. • Valdosta, GA 31698–0160 • **LOCATION** West Hall • Suite 1004
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- **August 29, 2022, 2:00-3:00pm,** Location:
  https://us.bbcollab.com/guest/328b3956a92149a4b83e35c1b2b8e2c2

- **September 8, 2022, 2:00-3:00pm,** Location:
  https://us.bbcollab.com/guest/11adddaa495e40a18e1272ef6eeb192f

Join either session at the time of the event. No registration required. 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 a University Assessment Committee representative.

ACTION STEPS

1	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
2	Complete the 2021-22 Institutional Effectiveness Report (IER)	The 2021-22 Report (IER) is based on the 2021-22 Plan (IEP) submitted in September 2021. It should contain results from work accomplished during summer 2021, fall 2021, and spring 2022. In the 2021-22 Plan, units indicated outcomes, assessment methods, and benchmarks for success. To complete the 2021-22 Report, simply add these remaining components: - a reflective statement on the effectiveness of changes made in the prior reporting year - data/results/evidence of the assessments indicated in the plan, and - discussion of how those results/evidence were used to make improvements.
3	Complete the 2022-23 Institutional Effectiveness Plan (IEP)	In the IEP, indicate goals/outcomes, assessment methods, and benchmarks for success for the 2022-23 planning cycle. Administrative units should connect goals to the VSU Strategic Plan.
4	Perform Self-Review	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 https://goo.gl/zYig3k

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		If you would like an informal review of your IER or IEP before you submit them, email it to assessment@valdosta.edu and we will be glad to review and send feedback.
5	Submit the Completed Documents **The deadline for all documents to UAC is September 30, 2022.**	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, 2022.** *Note: Your Vice President, Director, or Dean should set earlier deadlines in order to allow time for review and submission by the university deadline.

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