University Policy AC-31.03-06/17

Policy Title: Institutional Effectiveness

Originator: Dr. Michael White, Director, Institutional Effectiveness, ASPIRE

Responsible Office: ASPIRE

I. Reason for Policy/Purpose:

The University of West Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). SACSCOC Core Requirement 2.5 Institutional Effectiveness — The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systemic 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.

This policy formalizes university processes for planning, reporting, assessment, and continuous improvement efforts.

II. Who Does this Govern and Who Needs to Know this Policy?

All educational programs, academic and administrative units, academic and student support services activities and programs, research and scholarly initiatives, community and public service, and executive planning units.

III. Definition of Relevant Terms:

(A) Educational Program: An educational program is a coherent set of courses leading to a credential (degree, [specialization], [minor], diploma, or certificate) awarded or annotated on the student's transcript by the institution (Resource Manual for the Principles of Accreditation: Foundations for Quality Enhancement, Southern Association of Colleges and Schools Commission on Colleges, p.112).

(B) Institutional Effectiveness: "Institutional effectiveness is the systematic, explicit, and documented process of measuring institutional performance against mission in all aspects of an institution" and utilizing the information derived from the assessment results for the

(C) **Objective:** An objective is a clear, measurable statement of a specific result or results that a planning unit aims to achieve within a specified timeframe and with available resources.

(D) **Planning Unit:** The approved list of UWF planning units (divisions, colleges, departments, offices, and other operational units or clusters of operational units) that are expected to engage in the unit-level planning and assessment processes and reporting outlined in this policy. The list is maintained in the Accreditation, Strategic Planning, and Institutional Research & Effectiveness ASPIRE unit and posted on the ASPIRE webpage http://uwf.edu/offices/aspire/.

(E) **Planning Year:** July 1-June 30.

IV. **Policy Statement:**

UWF engages in mission-driven and data-informed planning, assessment, and improvement processes at all levels and sites and through all modalities. UWF demonstrates that it is effectively accomplishing its mission through an integrated system of planning and assessment, which provides the mechanism and foundation necessary for continuous improvement in institutional quality.

Each planning unit must have a clear and current purpose statement that is consistent with UWF's mission.

Annually, ASPIRE coordinates the following planning and reporting activities:

- Each planning unit must formulate an Annual Plan that is aligned with its purpose and the university's mission. The Annual Plan must describe objectives, expected outcomes, and measures, and provide evidence of reflection and improvement based on the analysis of outcomes and results.

- Each planning unit must report the outcomes of the prior year's plan(s) in an Annual Report. The Annual Report must discuss results and conclusions and provide evidence of reflection and/or improvement based on the analysis of outcomes and results.

- Planning units must submit a report on Community Engagement Activities and a report on Distinctive and Notable Accomplishments.

- Assessment of the effectiveness of Student Learning Outcomes for all educational programs and General Education courses must be planned, executed, and submitted annually.
V. Procedures:

ASPIRE has developed procedures in connection with this policy. These procedures are available at http://uwf.edu/aspire.

Authority and Related Documents:

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Institutional Effectiveness Core Requirements and Comprehensive Standards.

Approved: Dr. Martha D. Saunders, President

Date: 6.19.17

History:

AC-31.01-08/14 Institutional Effectiveness-Unit Level Planning, adopted August 2014 as an interim policy; AC-31.01-08/14 Institutional Effectiveness-Unit Level Planning, adopted September 2014 as a permanent policy; AC-31.02-12/16 Institutional Effectiveness, adopted December 2016; revised hereby.