

Office of Institutional Effectiveness and Advancement

The Institutional Effectiveness Planning and Assessment (IEPA) Procedure

The IEPA Assessment process is an annual review cycle with mid-term results and end of year results. The process is designed to measure the institutional goals that are outlined in the 2017-2022 Strategic Plan. Every unit that receives the annual budget is required to comply with the IEPA procedure.

IEPA TEMPLATE

Purpose/Mission statement of unit that relates to the mission of the institution:

Unit Goals	Inst. Obj.	Yearly Priorities	Intended Student-Learning Outcomes	Criteria for Success	Assessment Tools	Resources/Cost	Assessment Results/Outcomes	Use of Results	Evidence of Improvement

Planning Component

In the IEPA template (above), Unit Goals, Institutional Objectives, Annual Priorities, Intended Student Learning Outcome/Intended Outcomes, Criteria for Success, Assessment Tools, and Resources/Cost are **the planning components of the assessment process**. The Assessment Results/Outcomes, Use of Results, and Evidence of Improvements provide evidence of accomplishments.

1. State the Purpose/Mission of the unit that relates to the mission of the institution
2. Implement the planning components at the beginning of the semester.
3. Identify expected outcomes including Student Learning Outcomes/Intended Outcomes
4. Have reasonable and meaningful means to assess these outcomes
5. Determine timeline for data gathering & evaluation as part of the basic planning process for effectiveness
6. Provide results at the end of the semester and final results at the end of the academic year

Process

1. Utilize the faculty or staff *Assessment Guide* (How to Complete the IEPA Template)
2. Conduct assessments consistently
3. Seek timely help/assistance if needed (contact me if you need help with the IEPA procedure)

Results & Analysis

4. Determine and analyze your results & identify your findings
5. Provide Evidence of improvement /accomplishment (*in* IEPA Template)
6. Use results for continuous improvement

Data Quality & Integrity

7. Data quality and compliance with deadlines are important
8. The process is difficult when IEPA Planning component (above) is skipped

Budget

Please note: Use of results and evidence of improvement provides justification for the new budgetary initiatives.

Approved by the President's Council on October 8, 2019