

## Staff Assessment Guide: How to Complete the IEPA Template

**DIVISION:** \_\_\_\_\_

**UNIT:** \_\_\_\_\_

**Purpose/Mission statement that relates to the mission of the institution:** \_\_\_\_\_

| Goal  | Inst. Object  | Yrly. Priorities  | Intended Outcome   | Criteria for Success   | Assessment Tools   | Resources | Assessment Results  | Use of Results  |
|---|---|---|--|--|--|-----------|---|---|
|   |   |   |  | Measure against "what"?  | Measure with "what"?   |           | What does the measurement say   | Application   |
| <p>Articulated and clear goal. Clear expectation about the purpose and character of the Unit.</p> <p><b>Example:</b> to support the preparation of students for career in field</p> | <p>With which institutional objective in the Strategic Plan does this goal align?</p> <p><b>EX: 1.1</b></p> | <p>Which Yr. 1 priority in the Strategic Plan does this goal align?</p> <p><b>Ex: 1 &amp; 2</b></p> | <p>Description of the effectiveness the unit intend to provide in support of student success. Evidence of what students will accomplish as a result of services of the support unit. It should be consistent with program goals. Written with appropriate specificity and ascertainable</p> <p><b>Example:</b> Successful impact on Retention rates, Persistence rates, Graduation rates, Job placement, Student Satisfaction, Transfer rates, etc.,<br/>-Students will be able to get a job in their field.<br/>-Students will be able to transfer or apply successfully to other a 4-yr. institution. Student Academic Progress (SAP). Increase in FTE due to increase in enrollment, etc.</p> | <p>What "yard stick" is used to ensure the program quality and goal attainment? Against what standard will you measure student achievement?</p> <p><b>Example:</b> Evidence of average or high satisfaction rate that will be at or near the --percentile compared to national result --% of students in Persistence rate, graduation rate, Retention rates, etc., How successful are students as a result of the support services. Increase % in Student Academic progress, FTE, enrollment, etc.</p> | <p>What devices and methods are used to measure the attainment of the goal?</p> <p><b>Examples:</b><br/>Survey, or successful impact on Pre-test, Post-test, exams, attendance, Oral exams, test, or Internship GPA, Final project<br/>Surveys, Exit interview<br/>Standardized test<br/>Licensing Exam, student is retained in school. % increase in FTE due to increase in enrollment, % increase in student academic progress, % increase in enrollment, % increase in retention, persistence, etc.</p> |           | <p>What are the actual outcomes?<br/>Have the students learned or benefited from the support services? What is the quality of the achievement or effectiveness of the support unit?</p> <p><b>Examples:</b> Student' Satisfaction rate, successful impact on Persistence rate, Graduation rate, Transfer rate, Progress rate in subsequent semester, etc., % of graduates get a job in their field.<br/>% of graduates are admitted to a 4 –yr institution. _% of graduates pass professional (license, Certification, etc)</p> | <p>How will you apply the information you have gathered to improve your program/unit?</p> <p><b>Examples:</b> Revised the purpose and character of the unit (content analysisqualitative and quantitative) with a focus and target on successful impact on student success and effectiveness of student support services.</p> |

### Principles of Good Practice for Student Affairs & Evidence of Continuous Improvement

Data evidence in Students Engages in **active learning/persistence /retention**

Data evidence in the use of systematic inquiry to improve student & institutional performance

Data evidence in the effective use resources/grants to achieve institutional missions & goals

Data Evidence of learning outcomes/performance indicators/progressions as a result of student participation in Tutoring Data

Evidence of learning outcomes/performance indicators/progressions as a result of student participation in Activities Data

Evidence of % increase in Student Academic progress, FTE due to increase in enrollment, etc.