

Unit Assessment Plan 2018-2019

Submit assessment plans and reports to the Institutional Research and Assessment Office by September 1st

The goal of unit assessment is to inform institutional effectiveness. Institutional effectiveness assessment is conducted to determine the extent to which the college is achieving its mission. The unit supports this by identifying expected outcomes, assessing the extent to which it achieves these outcomes, and providing evidence of improvement based on analysis of the results.

Assessment Plan

Plan to implement during the academic/fiscal year of: 2018-2019

Person submitting report: Christi Hopkins

Unit name: Admissions and Financial Aid

- Unit mission:** DRAFT: The Admissions and Financial Aid office is committed to guiding students and families through the college selection process; we strive to connect students to resources and the campus community to ensure their future success, as a lifelong McPherson College Bulldog.

Outcomes	Outcome Targets	Institutional Link
What do you want to accomplish? Please list <u>at least two</u> outcomes your unit will be assessing in the next few years to determine improvement in operational processes or procedures. Sometimes outcomes are listed as tasks. Outcomes are specific and measurable and can be strategic or operational.	What level of achievement do you want obtain for each outcome? The outcome target should be aggressive but attainable.	How does the outcome assist the college in achieving its mission? If outcomes support other identified institutional priorities, attach supporting institutional documentation.
Outcome 1: Increase the number of incoming general students for fall 2019	Increase the number of new general students from 35 to 60 for fall 2019.	The outcome is directly from the Community by Design strategic plan goal of "GROWTH".
Outcome 2: Increase the number of new and returning students who have completed all required documents prior to the arriving on campus for fall 2019.	Increase the percentage of students with everything completed to 60%	Provides an opportunity to focus student engagement on the student when they arrived rather than what we need from the student.
Additional outcomes (optional):		

Performance Indicators

What will you do to achieve your outcomes? Identify the performance indicators you will be using to assess achievement of your outcomes. Select your most important indicators. You should have at least one performance indicator for each outcome.

Outcome 1 indicators: Increase the number of students recruited from Partners Across Campus initiative. Increase the number of Congolese students recruited for fall 2019.	Outcome 2 indicators: Provide incentives for students who have everything completed prior to arriving for fall 2019.	Additional outcome indicators (optional):
Assessment Measures		
How and when will you measure your success? Identify <u>at least two</u> ways of measuring each outcome. At least one measure for each outcome should be a direct measure. Direct measures are quantifiable.		
Outcome 1: Direct measure: The count of new general students for fall 2019 on the 20 th day. Additional measure: Increase the percentage of students who matriculate from accepted to deposit from 23% to 35%.	Outcome 2: Direct measure: The percentage of new and returning students who are “good-to-go” at check-in be at least 60%. Additional measure: The percentage of returning students who complete everything prior to leaving at the end of spring 2018 to 25%.	Additional assessments (optional): Direct measure: Additional measure:

Assessment Committee feedback:

Unit Assessment Timeline

September 1, 2017	Assessment plan due for current fiscal or upcoming academic year.
October 1, 2017	Assessment committee provides feedback about the assessment plan.
October 8, 2017	Any clarification or changes needed to the plan are resubmitted to the assessment committee.
Fiscal/Academic Year	Implement the assessment plan.
August 1, 2018	Results report due from the previous fiscal/academic year assessment plan <u>and</u> the assessment plan for the current fiscal or upcoming academic year.

Assessment Glossary

Direct measure: data—examine actual results based on comprehensive data that reflect results of the outcome—evaluates actual performance, is quantifiable. Examples: number of reported crimes on campus, number of outstanding tuition payments, service will be provided within two days of request, retention data, time, cost, productivity

Indirect measure: evaluates perception/feelings, perceived performance, often self-reported, and is qualitative. Examples: surveys, focus groups, perceived efficiencies

Institutional effectiveness: Assessment to determine the extent to which a college or university is achieving its mission. The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results.

Performance indicator: A specific, measurable statement identifying student performance(s) required to meet the outcome, confirmable through evidence. A means of objectively quantifying results of products, projects, services, or programs.

Operational outcome: Addresses regular operational or procedural tasks. Generally provide service or product. Direct and indirect effects on stakeholders. Outcomes are directly related to the mission and/or key functional responsibilities of the unit.

Strategic outcome: Reflect future expected results of the department/unit, based on a planned activity. Strategic outcomes are generally assessed as part of the planning process to ensure strategic initiatives have the intended or positive results.

Student learning outcome (SLO): A very specific statement that describes exactly what a student will be able to do in some measurable way.

Sample Assessment PLAN

Plan to implement during the academic/fiscal year of: 20XX

Date: June 28, 20XX

Person submitting report: Your name

Unit name: Facilities Management

Unit mission: To provide an attractive, clean, and safe environment to learn and work in

Outcomes	Outcome Targets	Institutional Link
<p>What do you want to accomplish? Please list <u>at least two</u> outcomes your unit will be assessing in the upcoming year to determine improvement in operational processes or procedures. Sometimes outcomes are listed as tasks. Outcomes are specific and measurable and can be strategic or operational.</p>	<p>What level of achievement do you want obtain for each outcome? The outcome target should be aggressive but attainable.</p>	<p>How does the outcome assist the college in achieving its mission? If outcomes support other identified institutional priorities, attach supporting institutional documentation.</p>
<p>Outcome 1: Provide a safe, orderly, clean, and visually appealing exterior environment (grounds)</p>	<p>Zero negligence reports due to grounds related issues</p>	<p>Provides a conducive environment to learn and work safely.</p>
<p>Outcome 2: Protect and maintain buildings and building systems and equipment through preventive and corrective maintenance programs.</p>	<p>15% of work orders will be preventive, 10% or less change in volume of total work orders</p>	<p>Same as Outcome 1</p>
<p>Additional Outcome(s) (optional): Outcome 3: Reduce maintenance costs while maximizing efficient operations.</p>	<p>5% or less increase in cost per square foot compared to last year.</p>	<p>Same as Outcome 1</p>

Performance Indicators

What will you do to achieve your outcomes? Identify the performance indicators you will be using to assess achievement of your outcomes. Select your most important indicators. Use should have at least two performance indicators for each outcome.

Outcome 1 indicators: Examine academic and athletic scheduling to determine best times to mow, trim, collect trash, etc. with minimal impact to college functioning. Conduct periodic inspections. Prioritize grounds keeping needs and address most pressing needs and non-budget impacting needs first.

Outcome 2 indicators: Send periodic campus messages asking to identify any preventative issues, prioritize preventative issues, complete those most likely to interfere with college building functioning.

Additional outcome(s) indicators: Outcome 3-monitor budget requests and deny anything but essential work as fiscal year comes to a close, monitor contractual and commodity spending, review processes, procedures, or changes that result in estimated cost savings or efficient operations.

Assessment Measures

How will you measure your success? Identify at least two ways of measuring each outcome. At least one measure for each outcome should be a direct measure. Direct measures are quantifiable.

Outcome 1:

Direct measure: Track and record number of negligence grounds-related reports at the end of each fiscal year to determine total number of reports.

Additional measure: Track number of complaints each fiscal year related to daily tasks such as mowing, trimming, emptying trash, etc. to determine disruption to institutional functioning.

Outcome 2:

Direct measure: Compare ratio of completed corrective vs. preventive work orders each fiscal year to the previous year.

Additional measure: Track each fiscal year, the number of mechanical or electrical failures that result in building or system interruptions

Additional assessment outcomes:

Outcome 3: **Direct measure:** Each fiscal year, calculate cost per square foot compared to last year.

Additional measure: Record each fiscal year changes in processes, procedures to determine estimated cost savings or more efficient operations.

Assessment Committee feedback: