

## Guide to Annual Assessment at Clinton Community College

### **Background:**

Beginning in Spring 2012, all college divisions or departments/offices who were not accounted for within the Colleges' Seven Year Program Review Cycle were included within an annual, comprehensive assessment process. The development effort sought to ensure that all college operations were conducting regular assessment, discussing the results of these assessments and employing the results to positively impact institutional change. The schedule and manner by which these assessment activities fit into all assessment, planning and budgeting are further detailed in the College's Institutional Effectiveness Plan (<http://www.clinton.edu/InstitutionalEffectiveness/>).

### **Summary:**

All academic and administrative divisions, departments and offices fittingly center annual assessment goals to support 1) the College's mission statement, 2) the division or department mission statement and 3) priority objectives based on these missions. Expected outcomes, required tasks and responsible parties are outlined by goal with accompanying measurable metrics so the College may track assessment plan progress and achievement. Incorporation of these elements into each assessment plan allows the College to remain adequately informed during performance evaluation and decision-making processes. Please note: Individual goals are managed separately as dictated by bargaining agreements and/or at the discretion of the division or department/office manager.

### **Administrative Information:**

- ❖ The template is provided by the Institutional Research and Planning Office and may be obtained in the College's internal information repository for convenient retrieval.
- ❖ Department/office assessments must contextually and budgetarily tie into the annual assessment plan of their overseeing office.
  - E.g. Academic Affairs, Student Affairs or Administration and Finance.
- ❖ The plans are reviewed and provided with recommendations for modifications; particularly to ensure that critical areas are addressed, outlined goals are "SMART" and deliver a reasonable assessment of administrative effectiveness.
- ❖ College faculty and staff are encouraged to provide feedback on assessment plans, processes and to attend review sessions/presentations.
- ❖ Departments/offices are expected to revisit and update assessment plans regularly during the year as progress is made.
- ❖ At the end of the annual cycle departments/offices are required to provide a final update in the "Results" column; as well as, develop an "Action Plan" for items requiring further attention in collaboration with their administrative leader.
  - Subsequent annual assessment plans for each office must address areas deemed deficient in prior year.

**Development of Goals & Outcomes:**

Be mindful and selective when determining plan goals and metrics. Goals and metrics *should not* include all functions within the division, department or office; but rather be an employable tool to further the institution.

❖ **Goals should be SMART with focus on Institutional Effectiveness<sup>1</sup>:**

- Specific
- Measurable
- Achievable
- Results Focused
- Time Bound

❖ **Outcomes should be<sup>2</sup>:**

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| <ul style="list-style-type: none"> <li>▪ Clear and succinct</li> <li>▪ Under the control or responsibility of the unit</li> <li>▪ Ascertainable or measurable</li> <li>▪ Lend themselves to improvement</li> <li>▪ Meaningful</li> </ul> | <ul style="list-style-type: none"> <li>▪ Be singular, not bundled</li> <li>▪ Not lead to a “yes/no” answer</li> <li>▪ Link to College and department mission/goals</li> <li>▪ Identify administrative functions as needed</li> <li>▪ Action verbs phrased in present tense</li> </ul> |
|--|---|

❖ **Administrative outcomes to measure<sup>2</sup>:**

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| <ul style="list-style-type: none"> <li>▪ Efficiency</li> <li>▪ Accuracy</li> <li>▪ Effectiveness</li> <li>▪ Client satisfaction</li> </ul> | <ul style="list-style-type: none"> <li>▪ Quality</li> <li>▪ Comprehensiveness</li> <li>▪ Compliance</li> </ul> |
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**Template Guidance**

**Note:** Provide *single* goal per objective/task table allowing selection of **all applicable** MSCHE Standards, Strategic Goals and Division Goals. (\* indicates Division Level Template Only)

**\*MSCHE Standard(s):** Review the MSCHE Standards for Accreditation Standards for detailed standard information and select all that the goal supports.

**Strategic Goal(s):** Review the 2017-2020 Strategic Plan and select all that the goal supports.

**Division Goal/Objectives/Tasks/Measurement(s):** Review SUNY Assessment documents, SMART Goal document for best practices in goal, outcome and metric generation. Department managers please list affiliated division goal.

**Target Date:** Desired date of completion, please utilize *terms* (e.g. Fall 2018), *academic year* (e.g. 2018-19AY) or *fiscal year* (e.g. FY2018) **only**. Selection refers to *end* of desired timeframe.

**Template Guidance (cont.)**

**Responsible Party(ies):** List all applicable departments or titles required to successfully accomplish objective/tasks.

**Results/Action:** Supply result, if tasks or objectives not complete provide an action plan. If goal/objective/task is no longer applicable, a priority or is not moving forward note applicably.

**End of Year Analysis:** Response required for end of year. Choose single applicable selection.

**Budget Status:** Response required. Please select using the following guide:

APPROVED	Tasks are already accounted for in annual budget.
PENDING Approval	Tasks are not already accounted for annual budget and will require separate approval through the appropriate institutional mechanism, e.g. Strategic Planning.
DENIED	At year end update, select if initiatives/tasks budgetary request was not approved and is the reason the project did not progress.
N/A	Tasks do not require additional budgetary commitment beyond staff productivity.

**Annual Assessment Submission Timeline: (NOTE: Fiscal/Academic Year (AY) begins September 1)**

Administrative Divisions:

**Upcoming AY Plan *Draft*:** Due by July 1<sup>st</sup> to President's Office prior to retreat.

**Upcoming Current AY Plan:** Due by July 31<sup>th</sup> to President's Office post retreat.

**Previous AY Plan *with Results*:** Due by September 30<sup>th</sup> to President's Office.

Academic Departments:

**Current AY Plan:** Due by September 30<sup>th</sup> to VPAA office.

**Current AY Plan *with Results*:** Due by May 31<sup>st</sup> to VPAA Office.

Student Affairs & Administrative Departments/Offices:

**Previous AY Plan *with Results* & Current AY Plan:** Due by September 30<sup>th</sup> to Division Leader & IR.

**For further information please contact:**

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<sup>1</sup>Finger Lakes Community College- Introduction to Institutional Effectiveness 2016

<sup>2</sup>Columbia Green Community College- Non-Academic Assessment Committee 2013-14