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* POLICY NAME:	INSTITUTIONAL EFFECTIVENESS CYCLE POLICY
* POLICY TYPE:	Presidential Policy - University Academic Policy
POLICY #:	C.2.1
*STATUS:	Active
*CONTACT OFFICE:	Office of the Provost
*OVERSIGHT EXECUTIVE:	Assistant Provost for Institutional Analysis and Effectiveness
*APPLIES TO:	All academic programs and administrative units in the university
*PURPOSE:	The policy details the institutional effectiveness cycle and expectations from all assessment units in the University
DEFINITIONS:	
*POLICY STATEMENT:	The Institutional Effectiveness Cycle is a process that enhances the compilation of assessment and institutional effectiveness activities in both academic and administrative units of the university. Each assessment unit identifies assessments conducted during the preceding assessment year and offers brief commentary in Outcomes Assessment Reports as proof that the results are being used to achieve continuous improvement through a clearly defined plan for realizing recommended changes. The Institutional Effectiveness Report is a summary produced at the end of an annual assessment cycle of designed to demonstrate that the results of assessment are being used to inform decision- making, program change, and resource allocation.
PROCEDURES:	
* General Procedures for Implementation:	Outcomes Assessment coordinators will update assessment plans for administrative units and academic programs in the assessment tool <u>as needed</u> by September 15 of the assessment year. Outcomes Assessment Reports for all assessment units are to be posted in the assessment by assessment coordinators, and reviewed and signed electronically by relevant department chairs or unit heads beginning July 1, but no later than October 1 of the following academic year.

	Outcomes Assessment Reports will be compiled as an audit that will serve as the annual university-wide Institutional Effectiveness Report, provided to the Board of Visitor's at the February meeting following the assessment year.
* Process for Developing, Approving, and Amending Procedures:	The Institutional Effectiveness Cycle policy was developed by the Office of Institutional Analysis and Effectiveness (OIAE) and approved by the President's cabinet. Subsequent amendments recommended by OIAE will be approved by the President's cabinet.
* Publication and Communication:	This policy shall be published in the digital repository of University policies. The policy is also communicated directly to all assessment coordinators/contacts, chairs, college deans, and unit/division heads.
* Compliance Monitoring and Reporting: <i>(How is compliance with the policy monitored and reported?)</i>	Compliance with this policy is monitored by the Office of the Provost, which has supervisory authority over the Office of Institutional Analysis and Effectiveness. Any form of non-compliance is reported to appropriate administrative/academic head who ensures compliance
RELATED INFORMATION:	
Policy Background:	
* Policy Category:	Academic Affairs
Category Cross Reference:	
Related Policies:	
HISTORY:	
* Origination Date:	September 23, 2010
* Approved by:	President's Cabinet
* Approval Date:	September 1, 2017
* Effective Date:	September 1, 2020
* Review Process: <i>(How is this policy reviewed to ensure that it</i>	The policy is reviewed by the Office of Institutional Analysis and Effectiveness (OIAE). Appropriate changes are recommended by

<i>is effective? By whom? How often?)</i>	the OIAE and then forwarded to the President's cabinet for approval.
* Next Scheduled Review:	As needed.
Revision History:	Originally approved September 23, 2010. Revised September 1, 2017 and August 27, 2020.