Background

The Office of Planning and Institutional Effectiveness served as the WEAVEonline software consulting office for academic program, academic support unit, and administrative unit assessment documentation on campus. More than 200 unit plans were completed during the 2007-2008 assessment cycle (September 1, 2007 – August 31, 2008). Designated unit plan writers documented unit objectives, measures, achievement targets, findings, resulting action plans, and narrative annual report summations in the official Texas A&M University-Corpus Christi online assessment software, WEAVEonline. With the recent software upgrades unit plan writers were given the ability to upload supporting documentation, as links, into their unit plans.

Assessment writers were given the task to complete unit plan documentation for the 2007-2008 assessment cycle by January 30, 2009. Normally, documentation deadlines for closing cycles occur in the fall semester, following the completion of the cycle. Yet, due to software upgrades installed by WEAVEonline developers the university was required to delay the documentation deadline to January.

Immediately after the documentation deadline expired the Office of Planning and Institutional Effectiveness performed an internal unit plan audit of all institutional unit plans stored in WEAVEonline. The 2007-2008 assessment cycle was the first cycle to undergo such an audit. The rationale of the audit was to serve as a “check and balance” for required documentation, not necessarily an audit of documentation quality for SLO types or other accreditation factors. The Office of Planning and Institutional Effectiveness anticipates expanding its consulting services to offer support in quality assessment processes, supportive of quality unit plan documentation.

Methodology

Over the course of three months Dr. Bridgette Hardin, from the Office of Planning and Institutional Effectiveness, performed unit plan audits on all unit plans stored in WEAVEonline. The scope of the audit was to ensure each unit plan had all required elements sufficiently documented (i.e. objectives, measures, achievement targets, findings, action plans, and annual report sections). A rating of documentation “completeness and accuracy” was assigned to each plan with use of the following Rubric:

- **Complete and Accurate (CA):** Each element in the unit plan was sufficiently documented with accurate wording and logical sequencing of objectives, measures, achievement targets, and findings. Action plans, if needed, were identified and all applicable annual report sections were thorough.
- **Complete, but Inaccurate (CI):** Each element in the unit plan contained documentation, but wording was inaccurate or illogical.
- **Incomplete (I):** The unit plan was initiated, but element documentation was missing in one or several sections of the unit plan.
- **Not Initiated (NI):** The unit plan was not initiated, but was required for assessment purposes.
- **Not Required (NR):** The unit plan was not required as part of the formal assessment process (i.e. divisional reports covering several units).
Rubric Results

The results of the internal unit plan documentation audit resulted in the following:

<table>
<thead>
<tr>
<th>Documentation Audit Rating</th>
<th>N</th>
<th>Percentage of All Plans</th>
<th>Percentage of Required Plans*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete and Accurate (CA):</td>
<td>66</td>
<td>32%</td>
<td>37%</td>
</tr>
<tr>
<td>Complete, but Inaccurate (CI):</td>
<td>52</td>
<td>26%</td>
<td>29%</td>
</tr>
<tr>
<td>Incomplete (I):</td>
<td>44</td>
<td>22%</td>
<td>24%</td>
</tr>
<tr>
<td>Not Initiated (NI):</td>
<td>19</td>
<td>9%</td>
<td>10%</td>
</tr>
<tr>
<td>Not Required (NR):</td>
<td>23</td>
<td>11%</td>
<td>Omitted from Count</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>204</td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

*Department level plans did not require documentation in the 2007-08. Unit leaders were given the option to provide detailed assessment reports comprised of information pulled/gathered from units assigned to the overall department. 181 identified unit plans required documentation in each element of the plan (i.e. objectives, measures, achievement targets, findings, action plan and annual report narrative summations).

Conclusions

Sixty-six percent of cataloged unit plans contained documentation in all required elements of the unit plan; meaning, 66% of the units attempted to provide documentation indicative of ‘closing the loop’ best practices. Thirty-four percent of the unit plans were either incomplete or not even initiated.

The Office of Planning and Institutional Effectiveness prepared individual audit packets for all units of the university. The audit packets provided objective commentary, identifying areas for documentation improvement when warranted. Each unit received their individually prepared audit during the spring 2009 semester, allowing for ample time to make revisions as needed.
Office of Planning and Institutional Effectiveness
Comprehensive Unit Plan Audit Report
2007-2008
<table>
<thead>
<tr>
<th>DEPARTMENT AREA</th>
<th>2007-08 CYCLE REVIEWED</th>
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</tr>
</thead>
<tbody>
<tr>
<td>University Strategic Plan</td>
<td>I</td>
<td>Achievement targets must be modified to eliminate the space holder created by the migration of the new software. Documentation is still lacking as several divisions of the university are responsible for the strategic plan's documentation. Dr. Paul Orser has agreed to document planning related items and other items affiliated with general planning. Dr. Hardin has documented all items related to indirect measure assessment from instrumentation administered through PIE.</td>
</tr>
<tr>
<td>VP Academic Affairs/Povost Annual Report</td>
<td>NI</td>
<td>The report has not been initiated by the Provost's office. Cycle 2007-08 was the first year required for completion by the new Provost, Dr. Babbili.</td>
</tr>
<tr>
<td>Assoc VP Academic Affairs Annual Report</td>
<td>I</td>
<td>The report needs to reflect the assessment of the division for the 2007-08 cycle. Documentation entered is a repeat of the 2006-07 cycle information.</td>
</tr>
<tr>
<td>Core Curriculum Program</td>
<td>CI</td>
<td>Advised Dr. Huerta of the need to incorporate direct measures into the Core Curriculum Program assessment. The program relies heavily on indirect measures extracted from student opinion evaluations conducted in the program's ethics course and first year seminar. Documentation at the discipline was included in 2007 for Dr. Huerta to document the required findings for the 14 constructs created to address the 74 THECB student learning outcome items. In 2008, each discipline will have a representative assigned to document SLO data. M2: Portfolio measure for spring 2008 findings are not documented in the unit plan. M5: Funding for trips should not be a measure. Unit plan assessment is meant to measure the performance of a unit, not the allocation of resources for performance. If your intent is to measure the effectiveness of administration over the budget, then you could enter an objective as such, with a measure reflecting how monies were spent. Also, for faculty participation in conferences and/or workshops, you may want to note the file/log containing documentation of attendance—i.e. travel vouchers, attendance rosters, etc.</td>
</tr>
<tr>
<td>Core- Art</td>
<td>NI</td>
<td>A finding still needs to be entered for student performance on written evaluations of art exhibitions. If this was intended for 2008-2009, then it is up to Dr. Huerta to provide documentation, with Mr. Gron documenting findings in the 2008-2009 cycle. Analysis questions and annual report are still void of documentation. Some documentation must be entered for at least challenges, closing the loop and teaching results.</td>
</tr>
</tbody>
</table>

Dr. B. Hardin (0708 Cycle)
Assoc. Director for Institutional Effectiveness
DEPARTMENT AREA | 2007-08 CYCLE REVIEWED | NOTES
--- | --- | ---
Core- Astronomy | NI | Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.

Core- Biology | NI | While the 2007-08 assessment focuses more on the program level of the Core curriculum, it would be beneficial to have some direct measure identified for student learning outcome assessment.

Core- Chemistry | NI | It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.

Core- Economics | NI | It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.

Core- English Composition | CA | The unit plan was documented satisfactorily by Dr. Wolf-Murphy. No recommendations made for this cycle.

Core- English Literature | NI | It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.

Core- Environmental Science | CA | Objective is satisfactory as it meets the THECB 14 construct measurement requirement. Measures are on target for SLO assessment. Plenty of direct measures noted. Well done. Annual report sections adequately documented and sufficient for discipline assessment. The entire unit plan is supportive of Core curriculum program assessment.

Core- Film | NI | It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.
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<tr>
<td>Core- FYLCP</td>
<td>NI</td>
<td>No objectives have been identified. This program is a sub-component of the core curriculum program (first year seminar) and must reflect solid documentation representative of the assessment conducted at the program level. No measures have been identified. Student satisfaction surveys are indirect measures only. This section would be an excellent placeholder for direct measure assessment of the first year seminar.</td>
</tr>
<tr>
<td>Core- Geology</td>
<td>NI</td>
<td>It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.</td>
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<tr>
<td>Core- History</td>
<td>NI</td>
<td>It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.</td>
</tr>
<tr>
<td>Core- Math</td>
<td>I</td>
<td>Computer literacy and logical reasoning for problem solving SLO's are appropriate for the THECB construct assessment requirements. While the 2007-08 assessment focuses more on the program level of the Core curriculum, it would be beneficial to have some direct measure identified for student learning outcome assessment.</td>
</tr>
<tr>
<td>Core- Music</td>
<td>CA</td>
<td>Objectives are appropriate as they meet the assessment requirements set by the THECB. The measure is solid as it is a direct measure (examination). Documentation is sufficient. Would be nice to have some highlight in the executive summary that discusses the importance of the music course in the core curriculum.</td>
</tr>
<tr>
<td>Core Philosophy</td>
<td>CA</td>
<td>Objectives are appropriate as they meet the assessment requirements of the THECB. Measure for this discipline are solid and appropriate for the identified objectives. The use of direct measures to address target achievement levels for logic-related and ethics-related questions are strong. Well done. Documentation in the annual report section is sufficient for discipline level assessment.</td>
</tr>
<tr>
<td>Core- Physics</td>
<td>I</td>
<td>Computer literacy and logical reasoning for problem solving SLO's are appropriate for the THECB construct assessment requirements. While the 2007-08 assessment focuses more on the program level of the Core curriculum, it would be beneficial to have some direct measure identified for student learning outcome assessment.</td>
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<tr>
<td>Core- Political Science</td>
<td>CA</td>
<td>Objective is acceptable as it is part of the required THECB assessment requirement for the Core program. The post test measure is an appropriate direct measure for the objective. Supplemental documentation is sufficient—well done. Action plan was developed as a result of an unmet measure—good. Annual report documentation sufficient for discipline level assessment.</td>
</tr>
<tr>
<td>Core- Psychology</td>
<td>NI</td>
<td>It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.</td>
</tr>
<tr>
<td>Core- Public Speaking</td>
<td>NI</td>
<td>It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.</td>
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<tr>
<td>Core- Sociology</td>
<td>NI</td>
<td>It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.</td>
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<tr>
<td>Core- Spanish Literature</td>
<td>NI</td>
<td>It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.</td>
</tr>
<tr>
<td>Core- Theatre</td>
<td>NI</td>
<td>It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.</td>
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<tr>
<td>Faculty Renaissance Center</td>
<td>CI</td>
<td>The objectives identified for the FRC are appropriate for the type of unit. Key objectives include the increase of scholarly/research activity, leadership and service, while maintaining information pertaining to faculty development. Some of the wording that identified key measures was removed from the description portion of the objectives, as measures connected through the software. A valiant effort was made in the area of measurement documentation. Some items to consider: 1. reference the location of attendance logs for events/ seminars/ meetings conducted as supportive documentation to the claim of meeting identified measures. 2. Use caution when referencing a personal residence as a location for conducting business-related meeting for the university. 3. Relying heavily on measure achievement targets that involve a Pedagogy Fellow that has not been hired is problematic- as this ultimately ends in unmet measures. It may be beneficial to modify the measures to resources currently made available to the FRC, while noting the &quot;hiring of a Pedagogy Fellow&quot; as a key objective for the program. Measure 10 discusses the development of an Evaluation, Assessment and Research office- this is another key objective of the office and not a measure of some other process. Measure 10 should truly be classified as an objective of the FRC in it's overall development. The actions are solid in establishing the need to hire for various positions to support the FRC. The annual report appears to have sufficient documentation for the unit plan.</td>
</tr>
<tr>
<td>Honors Program</td>
<td>I</td>
<td>Objective # 4: in the detailed description omit recruitment and retention values. The description should be free of intended achievement target levels. Objective #5: Same issue- omit target levels. Simply describe the objective of meeting academic needs in terms like: The Honors program will offer core courses, upper-level honors courses and honors communities, etc. Measure 1: Excellent documentation for objective 1 and 2 achievement target and findings. Associated objectives #5 and #9 do not have achievement target levels identified or findings documented. Should these objectives be associated to the measure? If so, establish achievement targets. Similar inquiry for measure 2- are objectives 5 and 8 to be associated with it? If so, establish achievement target levels. If it is the same as for objective #9, simply copy and paste. This will allow for more detailed documentation at the objective level on the detailed assessment report. Same issue for measure #3 and the associated objectives #1 and #6- establish target levels. Same issue with measure #5: establish target levels for associated objectives #1 and #2. Measure #6 has the same issue with affiliated objectives #7, #8, and #10. Measures 4, 7, and 8 are great!</td>
</tr>
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</tr>
<tr>
<td>Study Abroad</td>
<td>NI</td>
<td>The unit plan has not been initiated. Study Abroad was in existence during this cycle- so assessment is required.</td>
</tr>
<tr>
<td>Tutoring &amp; Learning Center</td>
<td>CI</td>
<td>Objectives are solid for unit type. Suggestion- Objective #3: remove the sentence containing the actual number of increased SI sessions. This sentence identifies a target level for a measure and should not be included in the general description of the measure. Measure #1- increase in development education- please add a finding. Measure #3- documenting finding for increase in CSI participation. Action plans and Annual Report appear to be sufficient.</td>
</tr>
<tr>
<td>College of Business Annual Report</td>
<td>CI</td>
<td>Overall goals are sufficient for annual report. There are numerous objectives at the college level. While having 24 objectives is permissible it does set the stage for a lot of documentation and assessment work. Some of the objectives could have been combined, i.e. faculty and staff development, with breakout measures for each objective. Yet, the College of Business wise to utilize the software to accommodate the needs of regional and specialized accreditors. So, structure the plan to meet your accreditation needs. One suggestion: wording for objective #4 is okay- but does reflect an intended measure. A better wording for this objective would be, &quot;Compliance with State Mandated SCH for UG Degrees&quot;. Measure #4: Do you want to keep the 120 SCH limit measure active, as well as it's affiliated objective, if it has been met in this cycle? If not, then simply go into the plan and select the 2007-2008 cycle in the &quot;active through&quot; drop-down option. For measure #7 it would be beneficial to have a more detailed description added to explain &quot;support activities&quot;. Should measure #14 be titled &quot;code of ethics&quot;? The measure relates to updating college publications. Measure #15 is also titled, &quot;code of ethics&quot; and that seems appropriate, as it pertains the the implementation of the WEB-CT shell. For measure #19, please provide an operational definition of COB processes in the description detail section. Action plan and Annual Report are sufficient.</td>
</tr>
<tr>
<td>Business BBA</td>
<td>CA</td>
<td>Objectives are sufficiently documented in the unit plan. MFT Direct Measures are appropriate for the unit plan. Annual report documentation not required, as documentation at the college level is extensive- rationale acceptable.</td>
</tr>
<tr>
<td>Business Macc</td>
<td>CA</td>
<td>Objectives are sufficiently documented in the unit plan. Course embedded direct Measures are appropriate for the unit plan. Annual report documentation not required, as documentation at the college level is extensive- rationale acceptable.</td>
</tr>
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</tr>
<tr>
<td>Business MBA</td>
<td>CA</td>
<td>Objectives are sufficiently documented in the unit plan. MFT, evaluations and other course embedded direct Measures are appropriate for the unit plan. Annual report documentation not required, as documentation at the college level is extensive- rationale acceptable.</td>
</tr>
<tr>
<td>College of Education Annual Report</td>
<td>CA</td>
<td>Goals have been separated into administrative and academic goals. Sufficient for annual report. Documentation is sufficiently detailed to address the various discipline areas of the college. Well done.</td>
</tr>
<tr>
<td>Dept of Counseling &amp; Educational Psychology</td>
<td>NR</td>
<td>Department Level unit plan not required. Documentation noted at discipline level.</td>
</tr>
<tr>
<td>MS Counseling</td>
<td>CI</td>
<td>Objective #6: It is recommended that you omit the identified measure of a 2 product minimum for scholarly products. Simply identify the objective as, &quot;faculty will produce scholarly products...&quot;. Identify the achievement target in the measure section. Objective #7: As with the previous objective eliminate the achievement target level wording in the objective. Simply state, &quot;Faculty will be contribute to service activities within the university...&quot;. Identify the achievement target in the measure. Modifying the documentation allows for a generic objective, with changes being made at the measurement level. Objective #8: Again- take out the target achievement level wording. Simply identify the objective in terms like, &quot;CNEP faculty will score satisfactorily on course evaluations.&quot; The detailed description should not contain achievement target levels. Measure #3 requires a finding to be noted. Measure #6 requires an action plan. Remaining Action Plans and Annual Report are sufficient.</td>
</tr>
<tr>
<td>Ph.D. Counselor Education</td>
<td>CI</td>
<td>Objective #8: Omit the achievement target level in the objective description. This documentation should be in the measures section only. Objective #9: Omit the achievement target level of &quot;2 or more&quot; in the description of the objective. Specific targets should be referenced in the measures section only. Objective #10: As with the previous two objectives- eliminate the specific target level of &quot;two scholarly products&quot;. Documentation in the measures section was appropriate, with achievement targets clearly identified and findings noted. Well done. Measure #7: Is there any action plan to increase article submissions by students? If so, please document and/or connect it to this measure. Annual Report sufficiently documented.</td>
</tr>
<tr>
<td>Dept of Curriculum &amp; Instruction</td>
<td>NR</td>
<td>Department level unit plan not required. Documentation noted at discipline level.</td>
</tr>
<tr>
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<td>NOTES</td>
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</tr>
<tr>
<td>Ed.D. Curriculum &amp; Instruction</td>
<td>CA</td>
<td>Objectives are sufficient for unit type. The measures, achievement targets and findings are appropriately documented with supporting documents stored in the repository. Action plans have been created for unmet measures and the annual report is appropriately documented.</td>
</tr>
<tr>
<td>MS Curriculum &amp; Instruction</td>
<td>CA</td>
<td>Objectives are sufficient for unit type. The measures, achievement targets and findings are appropriately documented with supporting documents stored in the repository. Action plans and annual report are appropriately documented.</td>
</tr>
<tr>
<td>MS Reading</td>
<td>I</td>
<td>Sufficient objectives noted for unit. Measure 10 is missing a finding. Measure 6 requires an action plan. Annual report documentation appears sufficient.</td>
</tr>
<tr>
<td>Dept of Educational Administration &amp; Research</td>
<td>NR</td>
<td>Department level unit plan not required. Documentation noted at discipline level.</td>
</tr>
<tr>
<td>Ed.D. Educational Leadership</td>
<td>CI</td>
<td>Objectives are appropriate and sufficient for unit type. Each measure was coded with the findings status of &quot;met&quot;, yet, detailed descriptions for the results have not been provided. For example: Measure #1 has been coded as met- but what were the actual findings? 8 students? More than 8? Also, it may be good to reference the dissertation titles defended (no need to list doctoral students by name- just their dissertation titles). Provide a breakdown as to when the dissertations were defended, i.e. fall, spring or summer. Extra documentation is suggested as you are connecting the measure to more than 1 objective. This rationale also applies to the other 5 measures listed. For example, measure 3 identifies the tenure and review process- in the findings it just indicates &quot;met&quot;, what were the department's achievement target goals? How many faculty were granted tenure? Or, identified on target for future tenure? Another example: measure 5 requires measurement of &quot;service&quot;. Identify the committees faculty members served on, as well as other relevant service types provided. Annual Report well documented.</td>
</tr>
<tr>
<td>MS Educational Administration</td>
<td>CI</td>
<td>Objectives sufficient. The outcome status for measurement status resulted in &quot;met&quot;, yet detailed explanations for the &quot;met&quot; results have not been provided. While it may not be necessary to re-state &quot;100% of students passed&quot;, it is necessary to provide detailed results for measurements pertaining to scholarly activity. For example, Measure #4: (Faculty Documents- Program faculty will document a minimum of two scholarly activities per year, to include book and journal publications, presentations at national conferences)- what kind of scholarly activities were actually achieved? If a detailed description has been provided in the annual report, simply note that in the detailed description. Action plans not required as all measures were met. Annual report needs additional documentation to make up for minimal documentation in the findings section of the unit plan.</td>
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Dr. B. Hardin (0708 Cycle)
Assoc. Director for Institutional Effectiveness
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<td>Dept of Kinesiology</td>
<td>NR</td>
<td>Department level unit plan not required. Mission statement was noted for the department. Documentation noted at discipline level.</td>
</tr>
<tr>
<td>BS Athletic Training</td>
<td>CA</td>
<td>Objectives outlined are acceptable for the type of discipline. The documentation for the combined national and state level measure is acceptable. A suggestion would be to split the measure into 2 separate measures as each measure is distinct from the other. Action plan is not required, but the creation of a licensure-type exam is a positive plan toward quality improvement. The documentation in the annual report is sufficient for the unit.</td>
</tr>
<tr>
<td>BS Kinesiology - EC-12</td>
<td>CI</td>
<td>Sufficient objectives for the unit. Issue with formatting of measures: Measures and achievement targets are sufficient. It is recommended to expand upon the findings by identifying the actual percentage of students that met all domains identified in the achievement target. Additionally, it may be better to split the measure into three separate sections: (1) Movement Skills and Knowledge (2) Physical Education Test’s Domain II (Health-Related Physical Fitness); (3) Physical Education Test’s Domain III (The Physical Education Program). Split the measure for easier readability and to allow for the results of each domain to be stand alone. Because, as it reads now you could encounter a &quot;partially met&quot; or &quot;not met&quot; scenario. For example- 1 of the domains could be unmet, and then you would have to consider the whole measure as &quot;partially met&quot; since you grouped it all together. Action plan and annual reports are okay. Implementing a practice test great for establishing baseline for performance growth.</td>
</tr>
<tr>
<td>BS Kinesiology - Exercise Science</td>
<td>CA</td>
<td>The objectives outlined are acceptable for the type of discipline. The documentation for the combined measure is acceptable. A suggestion would be to split the measure into 2 separate measures as each measure is distinct from the other. Action plan is not required. The documentation in the annual report is sufficient for the unit.</td>
</tr>
<tr>
<td>BS Kinesiology - Sports Management</td>
<td>CA</td>
<td>The objectives outlined are acceptable for the type of discipline. The documentation for the combined measure is acceptable. A suggestion would be to split the measure into 2 separate measures as each measure is distinct from the other. Action plan is not required- really like the idea of creating a sports mrktn course. The documentation in the annual report is sufficient for the unit.</td>
</tr>
<tr>
<td>BS Pre-Physical Therapy/Pre-Occupational...</td>
<td>I</td>
<td>The identified objectives are sufficient. The documentation for the identified measure and its four target findings are sufficient as the target findings are separate to each objectives. Yet, no findings have been documented. Please add the findings to the unit plan. Unsure on action plan as findings have not been entered. The annual report appears to be sufficiently documented.</td>
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<td>MS Kinesiology</td>
<td>CA</td>
<td>Objectives are sufficient for the discipline. Documentation of measures, achievement targets and findings are acceptable. Action plans not required, but indicative of continuous quality improvement initiatives - i.e. graduate manual and practice thesis sessions. Annual report documentation sufficient.</td>
</tr>
<tr>
<td>Dept of Special Services</td>
<td>NR</td>
<td>Department level unit plan not required. Documentation noted at discipline level.</td>
</tr>
<tr>
<td>BS OCTD</td>
<td>CA</td>
<td>Objectives noted are sufficient. Documentation measures section accurately documented. Action plan created for partially met measure. Annual Report sufficiently documented.</td>
</tr>
<tr>
<td>BSIS EC-12 Special Education</td>
<td>CA</td>
<td>Objectives noted are sufficient. Documentation measures section accurately documented. Action plan not required as all measures met. Annual Report sufficiently documented.</td>
</tr>
<tr>
<td>BSIS EC-4 Bilingual Generalist</td>
<td>CI</td>
<td>Objective #6: Take out the achievement target level in the objective. Achievement targets should only be documented in the measures section as they can change over time, whereas the objective may not change over time. Measures, achievement targets and findings are accurately documented. No action plan required. Annual report is solid.</td>
</tr>
<tr>
<td>MS Educational Technology</td>
<td>CA</td>
<td>Objectives noted are sufficient. Documentation measures section accurately documented. Action plan not required as all measures met. Annual Report sufficiently documented.</td>
</tr>
<tr>
<td>MS OCTD</td>
<td>NR</td>
<td>Program phased out, thus assessment not required.</td>
</tr>
<tr>
<td>MS Special Education</td>
<td>CA</td>
<td>Objectives noted are sufficient. Documentation measures section accurately documented. Action plan not required as all measures met. Annual Report sufficiently documented.</td>
</tr>
<tr>
<td>Dept of Teacher Education</td>
<td>NR</td>
<td>Department level unit plan not required. Documentation noted at discipline level.</td>
</tr>
<tr>
<td>BSIS - 4-8 Math</td>
<td>CI</td>
<td>Objectives well documented. Most measures are documented sufficiently. However, regarding measure #2: student grades cannot be considered a stand alone direct measure as per SACS assessment requirements. If you are going to use the student teaching experience as a capstone experience for assessing skill acquisition then provide a rubric for assessment on student teaching. The rubric can serve as the rationale for satisfactorily passing the performance requirement by identifying levels of success on the various elements student teachers are assessed on. Action plans not required. Annual report sufficiently documented.</td>
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<tr>
<td>DEPARTMENT AREA</td>
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<tr>
<td>BSIS EC-4 Generalist</td>
<td>CI</td>
<td>Objectives well documented. Most measures are documented sufficiently. However, regarding measure #2: student grades cannot be considered a stand alone direct measure as per SACS assessment requirements. If you are going to use the student teaching experience as a capstone experience for assessing skill acquisition then provide a rubric for assessment on student teaching. The rubric can serve as the rationale for satisfactorily passing the performance requirement by identifying levels of success on the various elements student teachers are assessed on. Action plans not required. Annual report sufficiently documented.</td>
</tr>
<tr>
<td>MS Early Childhood Education</td>
<td>CI</td>
<td>Sufficient Objectives. Student grades cannot be considered a stand alone direct measure as per SACS assessment requirements. If you are going to use the capstone experience for assessing skill acquisition then provide a rubric for assessment of the capstone experience. The rubric can serve as the rationale for satisfactorily passing the performance requirement by identifying levels of success on the various elements required of the capstone. Action plan not required, but have suggested to note making changes to the achievement target on the last measure as record keeping procedures will be in place in the next cycle. Annual report sufficiently documented.</td>
</tr>
<tr>
<td>MS Elementary Education</td>
<td>CI</td>
<td>Sufficient Objectives. Student grades cannot be considered a stand alone direct measure as per SACS assessment requirements. If you are going to use the capstone experience for assessing skill acquisition then provide a rubric for assessment of the capstone experience. The rubric can serve as the rationale for satisfactorily passing the performance requirement by identifying levels of success on the various elements required of the capstone. Action plans for TeXeS PPR unmet measure have been documented. Annual report sufficiently documented.</td>
</tr>
<tr>
<td>MS Secondary Education</td>
<td>CI</td>
<td>Objectives documented well. Student grades cannot be considered a stand alone direct measure as per SACS assessment requirements. If you are going to use the capstone experience for assessing skill acquisition then provide a rubric for assessment of the capstone experience. The rubric can serve as the rationale for satisfactorily passing the performance requirement by identifying levels of success on the various elements required of the capstone. Action plans for Domains I &amp; II unmet measure have been documented. Annual report sufficiently documented.</td>
</tr>
<tr>
<td>Military Science (ROTC)</td>
<td>CA</td>
<td>Appropriate objectives for unit type. Descriptions of measures and achievement targets are well documented, providing sufficient detail for the unit type. Findings were documented in a sufficient manner. Action plan documented for unmet measure. Annual report sufficiently documented.</td>
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<tr>
<td>College of Liberal Arts Annual Report</td>
<td>CA</td>
<td>Documentation is sufficient, albeit completely noted under the executive summary, in the annual report.</td>
</tr>
<tr>
<td>MA Interdisciplinary Studies</td>
<td>NR</td>
<td>Program is currently in the process of being phased out. Assessment not required.</td>
</tr>
<tr>
<td>Dept of Art</td>
<td>NR</td>
<td>Documentation is not required at the department level. Key documentation entered at the discipline level. Action plans and annual reporting sufficient.</td>
</tr>
<tr>
<td>BA Art</td>
<td>CA</td>
<td>All key areas are documented appropriately. Annual report has sufficient documentation.</td>
</tr>
<tr>
<td>BFA Art</td>
<td>CI</td>
<td>Sufficient Objectives. Measures, achievement targets and findings are documented but require elaboration. It may be beneficial to include a comment regarding the type of service or scholarly activity provided by faculty in the findings. For example, simply state, &quot;a detailed description of faculty scholarly activity can be found in the summative annual report section of this unit plan.&quot; Also, for measures that met or exceeded the 90% achievement target- simply identify the percentage. Identification of the percentages enables you to rationalize your achievement target for the next year- i.e increase the target for continuous quality improvement if it is determined that the target was set too low for the measure. Since there are measures that involve an assessment of service and scholarship, it is recommended to provide a detail account of such activities in the scholarly and research sections of the annual report.</td>
</tr>
<tr>
<td>MA Art, Studio</td>
<td>CI</td>
<td>Objectives well documented. Measures, achievement targets and findings are documented but require elaboration. It may be beneficial to include a comment regarding the type of service or scholarly activity provided by faculty in the findings. For example, simply state, &quot;a detailed description of faculty scholarly activity can be found in the summative annual report section of this unit plan.&quot; Also, for measures that met or exceeded an identified percentage achievement target- identify the percentage achieved. Identification of the percentages enables you to rationalize your achievement target for the next year- i.e increase the target for continuous quality improvement if it is determined that the target was set too low for the measure. Since there are measures that involve an assessment of service and scholarship, it is recommended to provide a detail account of such activities in the scholarly and research sections of the annual report.</td>
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### DEPARTMENT AREA 2007-08 CYCLE REVIEWED NOTES

<table>
<thead>
<tr>
<th>Department Area</th>
<th>Reviewed</th>
<th>Notes</th>
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<tbody>
<tr>
<td>MFA Art, Studio</td>
<td>CI</td>
<td>Objectives well documented. Measures, achievement targets and findings are documented but require elaboration. For measures that met or exceeded an identified percentage achievement target- identify the percentage achieved. Identification of the percentages enables you to rationalize your achievement target for the next year- i.e. increase the target for continuous quality improvement if it is determined that the target was set too low for the measure. Action plans and Annual report adequately documented.</td>
</tr>
<tr>
<td>Dept of Communication &amp; Theatre</td>
<td>NR</td>
<td>Department level unit plan not required. Documentation noted at discipline level.</td>
</tr>
<tr>
<td>BA Communication</td>
<td>I</td>
<td>Objectives are sufficient. Measure #2: An achievement target of 70% was set, and met. Please elaborate on the actual percentage attained, as it is the assessment is vague in terms of if the goal was barely met, or well exceeded. Detailed documentation is necessary in order to appropriately reflect on the achievement target for continuous quality improvement when setting next year's target. Great documentation for measure #3. For measure #6 it is suggested to upload the syllabi and connect them to the measure. Measure #7 would benefit from an approval letter from the coordinating board. Use the document repository. Action plans identified for partially met measures. Annual Report documentation is missing.</td>
</tr>
<tr>
<td>BA Theatre</td>
<td>CI</td>
<td>Objectives sufficient. A recommendation for measure #5 would be to upload an aggregate of the FAR, with documentation of faculty activity types- i.e. types of service, names of committees faculty participated on, etc. Measure #6 is &quot;resource driven&quot;. This is problematic as measures should be &quot;process driven&quot; to measure the progress for completing obj. 7, irrelevant of resources needed. To tweak the measure document as follows: MEASURE: NAST Accreditation Staffing Structure. ACHIEVEMENT TARGET: Discipline will take the staffing steps necessary to comply with NAST accreditation requirements. FINDINGS: The discipline was able to secure a secretarial position and currently securing a dance position. The findings are MET, as you are attempting to adhere to accreditation guidelines, not to seek additional resources. A tweak in wording makes the measure process driven and not resource driven. It may be beneficial to upload the breakout report from PIE on student satisfaction for measure #13. Action plans and annual report documentation adequate.</td>
</tr>
<tr>
<td>Dept of English</td>
<td>NR</td>
<td>Department level unit plan not required. Documentation noted at discipline level.</td>
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<tr>
<td>BA English</td>
<td>CI</td>
<td>Documented objectives sufficient. Measures are appropriately documented. Identification of portfolios and assessment committees is strong. Supporting document is dated &quot;English Minutes 2009&quot;- is this a typo? Because, technically, the assessment period was from September 1, 2007 through August 31, 2008. Documentation would have had to have been in existence no later than October 1, 2008 to comply with the cycle dates. Increasing the department budget (msr 11) should not be a performance measure as it is &quot;resource driven&quot;. As per SACS, performance measures should be &quot;process driven&quot;, meaning that progress should be made with current resources. If the department wishes to find ways to satisfy objectives 8, 12, and 13, then it needs to structure the measure to reflect processes- i.e. (with current funding, the department will provide X number of professional training opportunities, conference travel opportunities). If it was unmet, then the department can identify an action plan in an effort to secure budgetary funds for the next cycle. Measures #1, 7, 8, 10, 11 require an action plan. Annual report solid.</td>
</tr>
<tr>
<td>MA English</td>
<td>CI</td>
<td>Objectives, and annual report sufficiently documented. Measures, achievement targets and findings sufficiently documented. It may be beneficial to have an aggregate report uploaded to identify the various service, committee, and produced scholarship provided by faculty for measure #5. Action plan required for partially met measure #8.</td>
</tr>
<tr>
<td>Dept of Humanities</td>
<td>NR</td>
<td>Department level unit plan not required. Documentation noted at discipline level.</td>
</tr>
<tr>
<td>BA History</td>
<td>CI</td>
<td>Sufficient, but numerous, objectives. Measures are well documented. Please keep in mind that student grades and GPA are not considered approved direct measures for SACS assessment purposes. When noting faculty participation in service and scholarship, it would be beneficial to either upload the faculty activity report or bullet list the various published works/scholarship or types of service. Measure #10: Measures are not to be resource driven. The description does not indicate the need for additional faculty and implies a measurement of the processing and accuracy of current faculty documents. This measure may need to be replaced w/ a process-driven administrative measure.</td>
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<td>An example of this could be: TITLE: Securing Faculty Lines; DETAILS: The discipline will adhere to institutional policy and procedures regarding the attainment of additional faculty lines. ACHIEVEMENT TARGET: The discipline will have submitted all required paperwork to secure 2 additional faculty lines. FINDINGS: (met) the discipline submitted all required paperwork to the dean, HR, EEO... etc. This shows the intent for growth, without the success of the objective being contingent on additional resources. Action plans and annual report acceptable.</td>
</tr>
<tr>
<td>BA Spanish</td>
<td>CI</td>
<td>Objectives okay. Measure #6 could be restructured to reflect the administrative processes required in setting up an MA program in Spanish. The measure should focus more on the steps the discipline can take (realm of control) to initiate the MA program. It's easier to meet or partially meet a measure when it is established as a process-driven measure and not a resource-driven one. Measure #7 runs into the same problem- continuous improvement should not hinge on resources received. The measure suggests broader coverage for courses. How could this be achieved with current resources? If it is not possible, then the discipline may need to reconsider the measure and abandon it. Measure #10 another resource driven measure. The description does not indicate the need for additional faculty and implies a measurement of the processing and accuracy of current faculty documents. This measure may need to be replaced w/ a process-driven administrative measure. Action plans and annual report ok.</td>
</tr>
<tr>
<td>MA History</td>
<td>CI</td>
<td>Sufficiently documented objectives. Measure #6: it would be beneficial to have a faculty activity uploaded in the repository and connected to the findings, or provide a detailed description of the results in the appropriate section of the annual report and make note of it in the findings. (Review the 2006-07 findings just below for an example of narrative documentation). Measure #7: This is a resource-driven measure. Modify the measure to reflect the &quot;processes&quot; the discipline underwent in an attempt to secure additional faculty lines. Measure #9 still requires findings to be documented. Action plan required for measure #3. Annual report ok.</td>
</tr>
<tr>
<td>Dept of Music</td>
<td>CA</td>
<td>The unit plan will be modified in its structure, starting with the 2008-09 cycle, as the measure for BA and BM in Music are exactly the same. The BMTC will have a stand alone assessment plan as it is an accredited program for the department. Authorization for the modification was approved by Dr. Nelsen, Assoc. VP of AA.</td>
</tr>
<tr>
<td>BA Music</td>
<td>CA</td>
<td>Documentation sufficient. This will be the last year BA in music stands alone- see above note.</td>
</tr>
<tr>
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</tr>
<tr>
<td>BM Music</td>
<td>CA</td>
<td>Documentation sufficient. This will be the last year BM in music stands alone- see above note.</td>
</tr>
<tr>
<td>Dept of Psychology</td>
<td>NR</td>
<td>Department level unit plan not required. Documentation noted at discipline level.</td>
</tr>
<tr>
<td>BA Psychology</td>
<td>CA</td>
<td>Objectives sufficient for disciplines. Measures, achievement targets and findings well documented. Good use of document repository and linking documents. Action plans appropriate for unmet measures. Annual report documentation sufficient for discipline type.</td>
</tr>
<tr>
<td>MA Psychology</td>
<td>CI</td>
<td>Sufficient objectives. Measure #1: This measure could be set-up for failure as it is a resource-driven measure, with control of success established outside the discipline. It's recommended to tweak the wording of the measure to reflect the administrative processes the discipline undertakes to assist students in garnering funds for research. Measures, achievement targets and findings well documented. Good use of document repository and linking documents. Measure #7: clever way to use a process-driven measure to garner additional faculty lines. Action plans are ok. Annual report is lacking sufficient information to discuss, in detail, the faculty activity accomplished to satisfy service and scholarly work.</td>
</tr>
<tr>
<td>Dept of Social Sciences</td>
<td>NR</td>
<td>Department level unit plan not required. Documentation noted at discipline level.</td>
</tr>
<tr>
<td>BA Economics</td>
<td>I</td>
<td>Objectives, measures, and achievement targets are sufficiently documented. All 6 measures require findings. Action plans are from 2006-07. Annual report not initiated.</td>
</tr>
<tr>
<td>BA Political Science</td>
<td>CA</td>
<td>Objectives, measures, achievement targets, and findings are sufficiently documented. Action plans and annual report documentation are appropriate for unit type. Good use of document repository.</td>
</tr>
<tr>
<td>BA Sociology</td>
<td>CI</td>
<td>Objectives, action plans and annual report are ok. Measures, achievement targets, and findings are adequately documented. Measure 7 is problematic as the documentation is scoped as a resource-driven measure, rather than a process-driven measure. For continuous quality improvement SACS requires units to establish process-driven measures that are independent of resource allotment. To accommodate the faculty need, a suggested way to document the measure is as follows: TITLE: Securing Faculty Lines; DETAILS: The discipline will adhere to institutional policy and procedures regarding the attainment of additional faculty lines. ACHIEVEMENT TARGET: The discipline will have submitted all required paperwork to secure 2 additional faculty lines. FINDINGS: (met) the discipline submitted all required paperwork to the dean, HR, EEO... etc. This shows the intent for growth, without the success of the objective being contingent on additional resources.</td>
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Dr. B. Hardin (0708 Cycle)
Assoc. Director for Institutional Effectiveness
<table>
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<tr>
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<tbody>
<tr>
<td>BS Criminal Justice</td>
<td>CI</td>
<td>Objective, action plans and annual report are ok. Measures, AT, and findings are sufficient. Measure #8 well documented. Measure #6 is resource driven, not process driven. Rewording of the measure is necessary to accommodate process-driven process to secure additional faculty lines.</td>
</tr>
<tr>
<td>MPA Public Administration</td>
<td>CI</td>
<td>Objectives ok. Measures, achievement targets, and findings are adequately documented. Measure 5 is a resource-driven measure, rather than a process-driven measure. SACS requires units to establish process-driven measures for continuous quality improvement that are independent of resource allotment. To accommodate the faculty need, a suggested way to document the measure is as follows: TITLE: Securing Faculty Lines; DETAILS: The discipline will adhere to institutional policy and procedures regarding the attainment of additional faculty lines. ACHIEVEMENT TARGET: The discipline will have submitted all required paperwork to secure 2 additional faculty lines. FINDINGS: (met) the discipline submitted all required paperwork to the dean, HR, EEO... etc. This shows the intent for growth, without the success of the objective being contingent on additional resources.</td>
</tr>
<tr>
<td>College of NHS Annual Report</td>
<td>CA</td>
<td>Annual report is sufficiently documented. Assisted the college with formatting needs.</td>
</tr>
<tr>
<td>Dept of Graduate Nursing Programs</td>
<td>CI</td>
<td>Objectives okay, but measure #9 needs to be an objective. Measures #1-4: as per SACS, course grades cannot be the mode of assessment for success in a program. Results from the rubrics, identifying the proficiency levels of acquired skills, can be used with the emphasis being placed on the learning process, rather than the grade. Much emphasis is placed on course grades in this unit plan. The department identifies the capstone course- and this is a good measurement for skill acquisition. The overall grade identifies successful completion of the course but does not isolate or identify the level of skill required to acquire a successful grade in the capstone. The rubric measures skills, the grade measures completeness. The wording merely needs to be tweaked to identify the skills measured, with a target level % of &quot;students successfully demonstrating accomplishing the tasks/demonstrating skills as outlined in the course rubric&quot;. Then upload a copy of the rubric or syllabi that identifies the skills. Measure #8- if the depart. is unable to measure an item, it should not even be part of a unit plan. Only include measures that can truly be measured. Measure #7 requires an action plan. Annual Report requires documentation for 07-08 cycle.</td>
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<tr>
<td>MSN Nursing</td>
<td>I</td>
<td>Objectives are sufficient. Measure #1 and #8: grades are not an acceptable direct measure, as per SACS. The use of standardized rubrics, outlining the expectation of skill acquisition or performance is acceptable, with the results serving as measurements. Measure #5: The unit plan should not include measures that cannot be assessed. Action plans are sufficient. Annual report has not been initiated.</td>
</tr>
<tr>
<td>Dept of Undergraduate Nursing Programs</td>
<td>NR</td>
<td>Assessment at the department level is not required, and is optional.</td>
</tr>
<tr>
<td>BS Nursing</td>
<td>I</td>
<td>Documentation is sufficient for objectives. Measure 6: Alumni Surveys- if an instrument has not been created, even though an action plan was initiated to do so, it must be reconsidered as a measure. Only measures that can truly provide results should be included. On a positive note, starting in 2008 the Office of Planning and Institutional Effectiveness has provided a breakout report of its alumni survey for the College of Nursing. It is located on the website. Measure 7, 8, 9, 10 and 11 are missing findings for the cycle. Action plans have been identified, but prior actions have not been acted upon. The annual report is completely void of information.</td>
</tr>
<tr>
<td>BSHS Health Sciences</td>
<td>I</td>
<td>Objectives are sufficiently documented. Measure #1 requires some of the achievement targets to be established as well as documented findings. Measure #2 requires findings on faculty evaluations. Measure #3 on program evaluation requires documentation on achievement targets (set by committee will not do). Actual targets are necessary, as are findings. Action plan is too wordy for what is being identified- streamline it a bit. Annual report does not contain any documentation. If applicable, upload a detailed report and provide a brief justification in the executive summary to outline how the attached report satisfies the documentation requirements of the section.</td>
</tr>
<tr>
<td>College of Science &amp; Tech Annual Report</td>
<td>CA</td>
<td>Documentation sufficient at face validity level. Content appears detailed and adequate for each header in the annual report section.</td>
</tr>
<tr>
<td>Blucher Institute</td>
<td>I</td>
<td>Objectives are sufficient for unit type. Only one measure has been identified- which is fine, but the department needs to specifically describe how each objective was met by only one measure. Action plans are not required as measure was met. Annual report is void of documentation and requires it.</td>
</tr>
<tr>
<td>Center for Coastal Studies</td>
<td>CA</td>
<td>All sections of the unit plan were sufficiently documented. Documentation is simplistic, but clear and concise. Annual report documentation includes good use of document repository.</td>
</tr>
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<tr>
<td>Center for Water Supply Studies</td>
<td>I</td>
<td>Objectives ok. Measure #1 has the word &quot;significant&quot; in its achievement target- please provide a precise number or operationally define what &quot;significant&quot; is. It is difficult to ascertain why the measure is only ‘partially met’, eventhough it is identified that more peer-reviewed publications are needed for the department (how many more?). YET- GREAT USE of document repository and GREAT documentation of scholarly work. Measure #2 has the same wording issue and is missing the findings for the year. Again- GREAT USE of supporting documentation in measure. Action plans have been identified for partially met/unmet measures. The annual report is sufficiently documented with great use of supporting documents.</td>
</tr>
<tr>
<td>Dept of Computing Sciences</td>
<td>CA</td>
<td>Objectives sufficient. Measures, achievement targets and findings are sufficiently documented. For non computer science reviewers it may be helpful to include a descriptive table for the acronyms used. Internally, the documentation is fine. Action plans were not required, as measures were met, but the department satisfactorily included enhancement plans. Annual report is sufficiently documented for department type.</td>
</tr>
<tr>
<td>BS Computer Science</td>
<td>CA</td>
<td>Objectives are sufficient. Measure #1 is marginally acceptable. To solidify the measure as an SLO measure be sure to include a rubric, or some other standardized assessment, that identifies what proven skill levels are required to obtain a 75% or higher in the lab. (Use the document repository to upload the rubric). Action plans not required as measures were met. Discipline did include enhancement plans. Annual report contains adequate documentation.</td>
</tr>
<tr>
<td>BS Electrical Engineering Technology</td>
<td>I</td>
<td>Objectives are sufficient. Measure #1 should have an associated rubric/scoring document for the projects uploaded and linked to it. Action plans are required for partially met measures to objectives. Annual report sufficient for unit type.</td>
</tr>
<tr>
<td>BS Geographic Information Science</td>
<td>CA</td>
<td>Objectives are sufficient. Measures #1, 3, 4: Good reference to where supporting documentation can be found. Action plans identified for the department. Annual report is concise and brief, but sufficient.</td>
</tr>
<tr>
<td>BS Mechanical Engineering Technology</td>
<td>CA</td>
<td>Objectives are sufficient for unit type. Measure #1 well documented with regard to the committee assessing the capstone projects. An inclusion of an uploaded rubric/ grading sheet with expections would be well suited for this measure. Action plans not required as measures were met. Annual report contains sufficient documentation for unit type.</td>
</tr>
<tr>
<td>MS Computer Science</td>
<td>CA</td>
<td>Documentation of objectives is sufficient. Measures, achievement targets, and findings well documented. No action plans required, as all measures were met. The annual report contains sufficient documentation.</td>
</tr>
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<tr>
<td>MS Geospatial Surveying Engineering</td>
<td>CI</td>
<td>Objectives are okay. Measure #2: Not quite understanding the rationale behind the identified achievement target. This measure could apply to any course in the program and not be contingent on the conferral of degrees. Measures that are solely based on graduation outcomes are not sufficient. Measure #2 needs to be reworked. The program must have other modes of assessment that can be incorporated into the unit plan, i.e. curriculum setup, professional development of faculty, service/scholarship of faculty, etc. to gauge how the program is functioning. Action plans noted and annual report sufficiently documented.</td>
</tr>
<tr>
<td>Dept of Life Sciences</td>
<td>CA</td>
<td>Documentation not required at the department level. Department did provide department objectives and a detailed narrative in the annual report section of the unit plan.</td>
</tr>
<tr>
<td>BS Biology</td>
<td>CA</td>
<td>Identified objectives are sufficient for unit type. Measures, achievement targets and findings are adequately documented. GREAT use of document repository to provide supplemental, supporting documentation. Measure #5 should be reconsidered if it cannot be measured. Find an alternative measure to gauge student involvement in activities. Action plans identified. Annual report section sufficiently documented for unit plan.</td>
</tr>
<tr>
<td>BS Biomedical Sciences</td>
<td>CA</td>
<td>Objectives are sufficient. Measure #1 and #3: operationally define the term &quot;majority&quot;. It is difficult to understand a &quot;partially met&quot; result when the target has not been clearly established. GREAT use of document repository for uploading supporting documentation. Action plans identified for partially met and unmet measures. Annual report sufficiently documented for unit type.</td>
</tr>
<tr>
<td>MS Biology</td>
<td>CA</td>
<td>Identified objectives are well documented. Measures, achievement targets and findings sufficiently documented. One recommendation is to upload a copy of the minutes from the retreat held to discuss measure #6- new program development. Action plans have been identified and address partially met/unmet needs. Annual report sufficiently documented.</td>
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<tr>
<td>MS Mariculture</td>
<td>CI</td>
<td>Objectives ok. Measure #1: What is actually being assessed? Grades or Exam Results? Grades are not to be a direct measure assessment for SLOs. Exit exams are permissible. If the unit wishes to use an overall &quot;grade&quot; performance, the closest direct measure would be a rubric or detailed syllabi outlining how a student will successfully earn a &quot;B&quot; or higher. An aggregate of rubric scores could be supporting documentation. Measure #3 requires an operational definition of &quot;high quality&quot;. It would benefit the unit plan to include the location of student presentation records, as they are mentioned in measure #4 result details. For measure #5 is there a report that could be referenced? For measure #7, could committee meeting minutes be uploaded as a part of supporting documentation? GREAT DOCUMENTATION in measure 8- identification of records location and details provide clear picture of results. No action plans required as measures were met. Annual report ok.</td>
</tr>
<tr>
<td>Dept of Math &amp; Statistics</td>
<td>NR</td>
<td>Department level unit plan not required. Documentation noted at discipline level.</td>
</tr>
<tr>
<td>BS Mathematics</td>
<td>I</td>
<td>Objectives, measures, achievement targets, and findings sufficiently documented. Action plans have been appropriately identified. Annual report is void of documentation. Documentation in the annual report section is a required piece of a completed unit plan. Such detail was given in the findings section of the report, meaning that minimal documentation would suffice in this section.</td>
</tr>
<tr>
<td>MS Mathematics</td>
<td>I</td>
<td>Objectives, measures, achievement targets, and findings sufficiently documented. Action plans are required partially measures 1 and 2. Annual report is void of documentation. Documentation in the annual report section is a required piece of a completed unit.</td>
</tr>
<tr>
<td>Dept of Physical &amp; Environmental Sciences</td>
<td>NR</td>
<td>Goals for the department have been listed, yet, department level unit plan not required. Documentation noted at discipline level.</td>
</tr>
<tr>
<td>BS Chemistry</td>
<td>CI</td>
<td>Objectives, Action Plans and Annual Report are sufficient. Some issue with measures. Measure #2, #6, and #7: In order to use project grades it is important to include a rubric or other standardized document. The document must establish the criteria points needed to prove &quot;B&quot; level competency/ work. Measure #4 would benefit with an uploaded document or detailed description of the types of research performed. It would benefit the department to identify where the records are stored for Measure #9- student admits into grad school. The problems identified in Measure #10 indicate a need to create an objective that addresses the standardization of policy/ documentation and tuning of operating systems. Measure #10 should be reconsidered.</td>
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</tr>
<tr>
<td>BS Environmental Science</td>
<td>CA</td>
<td>Objectives, measures, achievement targets, findings, action plans and annual report are sufficiently documented for the type of unit. Good use of document repository for supporting documentation.</td>
</tr>
<tr>
<td>BS Geology</td>
<td>CA</td>
<td>Sufficient documentation for objectives, measures, achievement targets and findings. Great use of document repository. Measure #1 was technically met, but the writer suggests that it was only partially met as the disaggregated results of some sections were below the achievement target level. Depending on how the measure is to be interpreted, an action plan may be necessary. Annual report is sufficiently documented.</td>
</tr>
<tr>
<td>MS Environmental Science</td>
<td>CA</td>
<td>Objectives, measures, achievement targets, findings, action plans and annual report are sufficiently documented for the type of unit. It has been recommended to upload rubrics or syllabi to justify the scoring/awarding of grades on projects/exams.</td>
</tr>
<tr>
<td>Ph.D. Coastal Marine System Science</td>
<td>I</td>
<td>Objectives ok. Measure #1: As per SACS, course grades cannot be used as a direct measure. Grades from projects and exams (accompanied by scoring rubrics) can be used. Grades, for the purpose of program assessment, are defined as a measure of successful completion, whereas successful completion of assignments are reflective indicators of acquired skills. Measure #2: Identify the course work to be measured and the scoring format used to measure the work. The description is too vague. Documentation of findings are necessary measures 2-5. Action plans identified and annual report sufficient.</td>
</tr>
<tr>
<td>National Spill Control School</td>
<td>CA</td>
<td>Objectives, measures, achievement targets, findings, and annual report are sufficiently documented. GREAT use of document repository. Action plans not required as all identified measures were met.</td>
</tr>
<tr>
<td>NSF STEP Grant Program</td>
<td>I</td>
<td>Objectives, measures and achievement targets are sufficiently documented. The unit plan is incomplete as documentation of findings, action plans, analysis questions and annual report is missing.</td>
</tr>
<tr>
<td>Assoc VP for Special Projects</td>
<td>NR</td>
<td>A separate Annual Report is not required of the Assoc. VP for special projects as all key documentation is to be provided under the Center for Virtual Medical Education.</td>
</tr>
<tr>
<td>The Center for Virtual Medical Education</td>
<td>I</td>
<td>Objectives are sufficiently document with the exception of obj. 7. The objective needs to be reworded to omit the achievement target identified. Measures are missing achievement target and findings documentation. Action plans have not been identified. Annual report is void of any documentation.</td>
</tr>
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<tr>
<td>Bell Library</td>
<td>CA</td>
<td>Goals and objectives are solid. Measures, achievement targets and findings are sufficiently documented. It would be beneficial to upload tracking reports and activity volume reports in the document repository or to at least identify the staff member responsible for maintaining the reports. Measure #12: findings should include a list of the 33% of policy-identified / program review subjects selected by the Director to establish a paper-trail of the selection process. Measure #15: either upload the aggregate report for library instruction or identify the individual responsible for maintaining the report. Likewise for measure #16. Measure #28 was not met. An action plan of revising the achievement target has been suggested by the Director in the findings section of the unit plan. Prior to amending the achievement target be sure to close out the active through cycle to 2007-08. Other action plans have been carried over from the previous cycle to address partially met measures. Measure #29 has an action plan identified in the findings as well. Annual report is sufficient. Unit plan well documented.</td>
</tr>
<tr>
<td>Community Outreach Annual Report</td>
<td>CA</td>
<td>Documentation in annual report section sufficient. Good use of document repository to upload annual report previously prepared by division.</td>
</tr>
<tr>
<td>Education &amp; Youth Issues</td>
<td>CA</td>
<td>Objectives are sufficient for unit type. It is recommended to operationally define &quot;provide effective assistance&quot; for measure #1. Action plan identified for partially met measure. Annual report sections are sufficiently documented. Good use of document repository.</td>
</tr>
<tr>
<td>Events Management</td>
<td>I</td>
<td>Objectives are ok. Measures, achievement targets and findings are adequately documented for the unit plan. It may be beneficial to upload flyers or notices of events to further support documentation of completed events. Action plans have been identified for enhancement purposes. Annual report is void of documentation. Report should include something in the public/community service section and anticipated challenges section.</td>
</tr>
<tr>
<td>Pollution Prevention Partnership</td>
<td>CA</td>
<td>Objectives, measures, achievement targets, findings, and annual report are sufficiently documented. Action plans have been identified for enhancement purposes. Good use of document repository. The unit plan is solid in documentation.</td>
</tr>
<tr>
<td>Workforce &amp; Economic Development</td>
<td>CA</td>
<td>Objectives are sufficient. Measures are sufficiently documented for the unit type. Measure #3: the achievement target for program quality identifies correspondence, surveys, etc for verification of performance achieved. The unit plan should include copies of the surveys, minutes, or other correspondence that establishes how program quality was measured and met. Action plan has been identified for partially met measure. Action plan sufficient for unit plan type.</td>
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<tr>
<td>Enrollment Management Annual Report</td>
<td>I</td>
<td>Objectives 1-4 contain achievement target values. Those values need to be removed and reflected in the achievement target section under measures. Objectives are to be general outcomes- i.e. increased enrollment every fall. That way you can modify the achievement target and not the objective. Objectives 5-6 are sufficient. Achievement target and findings for measure #6 are missing. The remainder of documentation is of good quality. Action plans have been identified. Annual Report is void of documentation. This type of unit plan requires a lengthy narrative on the performance and progress of Enrollment management as a whole.</td>
</tr>
<tr>
<td>Academic Advising &amp; Transition Center</td>
<td>CI</td>
<td>Objective #2: Remove the achievement documentation regarding the 90% satisfaction. Objectives should be void of achievement targets altogether. Document this in the achievement target section. Remaining objectives are well documented. Measures, achievement targets and findings are sufficiently documented. Yet, the achievement target in objective 2 is not reflected in the Orientation Evaluations achievement target section. This requires some clarification. Action plans have been identified and annual report section appears to be sufficiently documented.</td>
</tr>
<tr>
<td>Academic Testing</td>
<td>I</td>
<td>Objectives are okay. Great use of document repository. Measure #2: ACT residual exam- findings are required for achievement target affiliated with objective #2. Measures #3 and #4: achievement targets of increasing test taking/ use of facilities are too vague. How much of an increase is expected to achieve each identified target? Please clarify. An achievement target and set of findings are required for the measure as it assesses objective #3. Action plans have been identified, but annual report section is void of documentation.</td>
</tr>
<tr>
<td>Admissions &amp; Records</td>
<td>I</td>
<td>Objectives sufficiently documented. Measure #2 involving the tracking of complaints received should be removed if tracking procedures are not in place. This could actually be an objective (to create a standardized tracking data system for customer complaints)- a great objective identifying continuous quality improvement. Action plan required for measure #1 (Noel Levitz Satisfaction) for the Registrar's office. Since the department is split in the 2008-09 cycle, simply create an action plan that identifies the plan to split the department with the partially met measure being handled by the Registrar. An annual report must be prepared- this section is completely void of documentation. The narrative must include a summation as to why the department will be split in 2008-09.</td>
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<tr>
<td>Financial Aid</td>
<td>I</td>
<td>Goal #6: This goal is more like a performance measure for a Customer Service objective. Goals are intended to be long term aims for the department. Cycle 2006-2007 was reentered as it was completely deleted from the system. Cycle 2007-08 has been refreshed. Findings are now required for cycle 2007-08. If achievement targets or objectives are to be deleted, they are to be deleted by the Office of Planning and Institutional Effectiveness only. As procedures must be followed to ensure information is secured in previous cycles. Action plans have been identified, yet, annual report is void of any documentation.</td>
</tr>
<tr>
<td>Recruitment &amp; New Student Programs</td>
<td>I</td>
<td>The achievement target level of 3% was removed in objective #2 and #3 as objectives are to be generic and independent of changing achievement target levels. Documentation is sufficient in the objective section of the unit plan. Sufficient documentation and good use of document repository. Action plan is required for partially met measure #4. Other plans have been identified for continuous quality improvement. Annual report section is void of documentation.</td>
</tr>
<tr>
<td>Title V-TRIO</td>
<td>NR</td>
<td>Documentation not required at this level. Detailed documentation noted at the specialized unit level.</td>
</tr>
<tr>
<td>Title V - Component I - GO Centers</td>
<td>I</td>
<td>Objectives contain achievement targets. Document achievement targets in the measures section only. Objectives are to be generic and independent of yearly changes in achievement target levels. Unit plan writer did a good job of closing out previous objectives through use of the &quot;active through&quot; drop down box. Measure #1: publication of handbook- is missing findings. However, the remaining documentation in the measures and findings section is solid, with key achievement targets identified. Action plans were not identified. Annual report section is void of documentation. A brief narrative is required in the executive summary, administrative unit accomplishments, challenges, and closing the loop sections of the report.</td>
</tr>
<tr>
<td>Title V - Component III - CTP</td>
<td>I</td>
<td>Objectives have been sufficiently documented. Measures and achievement targets have been entered sufficiently, but findings are missing. Action plans may be required based on findings. Annual report is void of documentation.</td>
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<tr>
<td>TRIO Student Support Services</td>
<td>I</td>
<td>Objectives have been modified by removing achievement targets. Achievement targets are to be connected with measures as it is anticipated that achievement targets will change regularly. Objectives should be generic statements about intended outcomes/success. However, the documentation provided was solid. Measures and achievement targets are well documented. Yet, findings are missing for the 2007-08 cycle. Action plans have been identified. Annual report section is void of documentation. Narrative is required.</td>
</tr>
<tr>
<td>TRIO Upward Bound</td>
<td>I</td>
<td>Objectives are sufficient for unit type. Achievement target identifiers have been removed from the documentation as they are measures for success of the objective and should be documented in the measures section of the unit plan. Measures and achievement targets are sufficiently documented. The achievement targets removed from the objectives and referenced in the &quot;editor's log&quot; should be incorporated in the measures section for greater clarity. Findings are missing for all measures in the 2007-08 cycle. Action plans have been identified. Annual report is void of required documentation.</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>I</td>
<td>Objectives documented are sufficient for unit. Great use of document repository. Measures and achievement targets have been adequately documented. Findings for the 2007-08 cycle are missing for the following measures: 1, 2, 3 (for objective 1). Action plans have been identified. Not sure if sufficient as findings have not been entered. Annual report is void of required documentation.</td>
</tr>
<tr>
<td>Graduate Studies &amp; Research</td>
<td>I</td>
<td>Objectives, measures and achievement targets are sufficient. Findings are still required for a majority of the measures identified. (PIE is aware of the department's need to correct previously deleted documentation from the 2006-07 plan- this could explain the delay in completing the cycle currently under review). Action plans are incomplete and the annual report section is void of any documentation.</td>
</tr>
<tr>
<td>VP Finance and Administration Annual Report</td>
<td>NI</td>
<td>The annual report section is void of all required documentation. The annual report for this unit plan must contain documentation under each applicable header of the annual report section. Use of the document repository would benefit this plan. The report requires a descriptive narrative of the processes and progress of various departments within the Finance and Administration Division.</td>
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<tr>
<td>AVP-F&amp;A Annual Report</td>
<td>NI</td>
<td>The annual report section is void of all required documentation. The annual report for this unit plan must contain documentation under each applicable header of the annual report section. Use of the document repository would benefit this plan. The report requires a descriptive narrative of the processes and progress of various departments within the AVP Finance &amp; Administration.</td>
</tr>
<tr>
<td>Budget</td>
<td>CA</td>
<td>Sufficient documentation of unit objectives. Measures and achievement targets have been sufficiently documented for the unit. Findings are missing for measure #2 (for objective #2). Action plans have been identified. Annual report documentation is brief, but appears sufficient.</td>
</tr>
<tr>
<td>Bursar</td>
<td>CA</td>
<td>Objectives, measures, achievement targets, findings, action plans, and annual report sections all are sufficiently documented. GREAT use of document repository.</td>
</tr>
<tr>
<td>Comptroller/Accounting Services</td>
<td>CA</td>
<td>Objectives are sufficiently documented for unit type. Measures, achievement targets and findings are well documented for unit type. It would be beneficial to identify the party responsible for maintaining report logs/records on assessed measures and to upload a copy of the training survey used to assess customer satisfaction. Action plans have been identified. The annual report contains detailed documentation in the Administrative Unit Accomplishment section of the annual report. It may be beneficial to include additional narrative under the &quot;closing the loop&quot; and &quot;anticipated challenges&quot; sections.</td>
</tr>
<tr>
<td>Payroll</td>
<td>CA</td>
<td>Objectives, measures, achievement targets, findings, action plans, and annual report sections all are sufficiently documented.</td>
</tr>
<tr>
<td>Purchasing</td>
<td>CI</td>
<td>Objectives, measures, achievement targets, findings, action plans. Documentation is a bit too brief for the unit. The narrative should describe the highlights of the unit in greater detail and include a summation of administrative unit accomplishments, anticipated challenges and how the unit will continue to close the loop.</td>
</tr>
<tr>
<td>Computing &amp; Media Services</td>
<td>NR</td>
<td>Division wide report not required in this cycle. Documentation provided at the breakout department level.</td>
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<tr>
<td>Academic Information</td>
<td>CI</td>
<td>Objectives are sufficiently documented. Measures, achievement targets and findings sufficiently documented. It is recommended to split measures to distinct isolated measures. Example: measure #1 has two separate achievement targets- if one is met and the other one isn't the measure, at best, is only partially met. If the two achievement targets were split as two separate measures than the aforementioned example could have 1 met measure and 1 unmet measure. This structure would clarify the performance status of the various measures within the plan. Additionally, having discrete measures also allows action plans to be connected to the discrete unmet measure, rather than connected to a combined &quot;partially met&quot; measure. Action plans identified. Documentation is a bit too brief for the unit. The narrative should describe the highlights of the unit in greater detail and include a summation of anticipated challenges and how the unit will continue to close the loop.</td>
</tr>
<tr>
<td>Administrative Computing</td>
<td>CI</td>
<td>Objective #2 and #4 are a repeat of each other. It is assumed that objective #4 is the one that requires deletion as it is not connected with any measure- contact PIE for assistance. Measures and achievement targets have been identified. Yet, the achievement target levels are either too generic or vague. A measure of system availability should be more than the 8 AM to 8 PM gauge. Is the achievement target the system availability during the 12 hour span? Or, is the assessment focusing on the timeliness of successful batches performed? Also, measure #3 is too vague with regard to customer support. What is satisfactory support? Identify satisfaction levels. Action plans identified. Documentation is a bit too brief for the unit. The narrative should describe the highlights of the unit in greater detail and include a summation of anticipated challenges and how the unit will continue to close the loop.</td>
</tr>
<tr>
<td>Computer Help Desk</td>
<td>CI</td>
<td>As discussed w/ Ms. Vallejo- the 2007-08 objectives need to either reflect 2006-07 wording or provide a justification for changes in wording. Explain missing objective. Annual report is sufficient- yet, annual report requires detail documentation pertaining to changes made with objectives.</td>
</tr>
<tr>
<td>Media Services</td>
<td>CA</td>
<td>The unit plan appears to have sufficient documentation in all key areas. It has been suggested to included documentation pertaining to the change in personnel in the executive summary.</td>
</tr>
<tr>
<td>Microcomputer Services</td>
<td>CI</td>
<td>While the unit plan appears sufficient in its documentation there still needs to be clarification as to the reasoning for changing objective and measure wording.</td>
</tr>
<tr>
<td>Networking</td>
<td>CI</td>
<td>Unit plan appears sufficient in its documentation. However, there still needs to be clarification as to the reasoning for changing objective and measure wording.</td>
</tr>
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<tr>
<td>Technical Services</td>
<td>CA</td>
<td>The unit plan contains sufficient documentation in the objectives, measures, achievement targets, findings, action plans and annual report.</td>
</tr>
<tr>
<td>Telecom</td>
<td>CA</td>
<td>The unit plan contains sufficient documentation in the objectives, measures, achievement targets, findings, action plans and annual report.</td>
</tr>
<tr>
<td>Equal Opportunity/Employee Relations</td>
<td>I</td>
<td>Objectives, measures and achievement targets have been sufficiently entered. Findings, action plans and annual report narratives for the 2007-08 cycle are missing.</td>
</tr>
<tr>
<td>Human Resources</td>
<td>I</td>
<td>Objectives, measures, achievement targets and findings have been sufficiently documented. Action plans have been identified for the unit. Annual report is missing required narrative documentation.</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>NR</td>
<td>Division wide report not required in 2007-08 cycle. Detailed documentation provided at the department levels.</td>
</tr>
<tr>
<td>Building Maintenance</td>
<td>CI</td>
<td>Objectives are sufficiently documented. Achievement target for measure 1 is vague. Please elaborate on the expected outcome when &quot;noting&quot;missed absences from training. It is unclear as to why 18% is a partially met measure. What exactly is the assessment? For measure 2- What is involved in the re-evaluation process of the maintenance program? How exactly was it determined that it was met? MEASURE 3 is WELL DOCUMENTED. Action plans have been identified. Annual report is brief in its documentation but sufficient.</td>
</tr>
<tr>
<td>Construction</td>
<td>CI</td>
<td>Objectives are okay. Measure #1: It would be beneficial to expand on the achievement target in 2008-09 cycle. Include something about the outcomes, i.e. &quot;All campus facilities will be inventoried as per THECB requirements&quot;. Measure #2 requires the term &quot;periodically&quot; to be operationally defined. Measure #3 suggests that all projects will be within cost estimates, yet, the findings identify 3 projects not meeting budget- indicating an unmet measure. The achievement target requires clarification or the findings need to be reclassified as unmet. for Measure 5, 6, and 7- what is an &quot;acceptable customer satisfaction rating&quot;? How was it determined that the measure was met? Action plans have been identified. Annual report is void of required narrative documentation. Documentation, at the very least, should be included in the executive summary, administrative unit plan accomplishments, closing the loop and anticipated challenges sections.</td>
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<tr>
<td>Custodial Services</td>
<td>CI</td>
<td>Objectives and action plans are sufficient. The achievement target for measure 1 is too vague- what is a minimum number of complaints? And, if there were “several” complaints- how can the measure be coded as partially met? The wording infers an unmet measure. Annual report is brief, but sufficient in documentation.</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety</td>
<td>I</td>
<td>Objectives are sufficient for the unit. Measures have been identified. Achievement targets are required for measures 1 and 2. Achievement target for measure three doesn't match the description of the measure itself. The creation of a budget should be an objective, not a measure. Measure three requires employee records processing to identify those employees requiring inoculation and those employees who have received inoculation. Action plans have been identified from the previous cycle. Additional action plans may be required based on current cycle findings. Annual report is void of required narrative documentation under applicable headers.</td>
</tr>
<tr>
<td>Grounds Maintenance</td>
<td>I</td>
<td>Objectives okay. Measures, achievement targets and findings sufficiently documented. Editing was done to clarify the survey administration arrangement between Grounds and the Office of Planning and Institutional Effectiveness. Action plans have been identified. Annual report is void of required narrative documentation. Documentation, at the very least, should be included in the executive summary, administrative unit plan accomplishments, closing the loop and anticipated challenges sections.</td>
</tr>
<tr>
<td>HVAC</td>
<td>I</td>
<td>Objectives are documented sufficiently, but objective #2 is missing an affiliated measure. Achievement target for measure #1 needs clarified and finding for the measure needs to be added as well. Add a measure, achievement target and finding for objective #2. Action plans have been identified for the department. Annual report sections are void of any documentation. Narrative summaries for the executive summary, administrative unit accomplishments, anticipated challenges and closing the loop are required.</td>
</tr>
<tr>
<td>Plant Support</td>
<td>CI</td>
<td>Objectives sufficiently documented. GREAT use of document repository for supporting documentation. Measure #1 needs a definition clarification: define “par level excursions”. It is unclear as to how the measure was met since the achievement target is a bit vague. Measure #2 and #3 are WELL DOCUMENTED. Again, GREAT use of document repository. Measure #4 is sufficient. Action plans have been identified. Annual report has documentation, but additional documentation is required in the Administrative Unit Accomplishment section. Please be sure identify / highlight the positive work that has been performed, and/or tasks achieved over the course of the 07-08 cycle,... this is the bragging section.</td>
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<tr>
<td>University Police</td>
<td>I</td>
<td>Objectives are solid. Measures, achievement targets, and findings are WELL DOCUMENTED. One clarification would be helpful for measure #8- community feedback. Please identify exactly what is required in order to meet the achievement target. The target is a bit vague, so having the measure met is unclear. In all, the documentation in this section is solid. Action plans have been identified. Annual report is void of any documentation. Please document in the executive summary, administrative unit accomplishments, closing the loop, and anticipated challenges sections.</td>
</tr>
<tr>
<td>University Services Administration</td>
<td>CI</td>
<td>Objectives, measures, achievement targets, findings and action plans are sufficiently documented. The annual report does contain documentation in most of the critical areas, except closing the loop. The documentation provided is a bit too brief. This section is meant be documented in a narrative format, allowing the writer to summarize the accomplishments of the department/division collectively.</td>
</tr>
<tr>
<td>Postal Services</td>
<td>CI</td>
<td>Objectives and action plans are ok. Measures, achievement targets and findings are sufficiently documented, except the achievement target for measure #3. Please define &quot;to explore new services requests&quot;. What is the intent of exploring the requests? What is the actual target the department wishes to achieve? Documentation too brief and not in a narrative format that allows for a summation of the progress of the department.</td>
</tr>
<tr>
<td>Printing Services</td>
<td>I</td>
<td>Objectives are sufficient. Measures and achievement targets are sufficiently documented. For Measure #2- Question: Did the print management tracking software take place at the start of 2008 or 2009? If it started in 2008 you should be able to report findings for at least part of the assessed cycle year. For Measures #3 and #4 be sure to add the findings. Action plans have been noted. Documentation is noted- but executive summary does require a narrative on the progress of the department. Other sections are a bit brief.</td>
</tr>
<tr>
<td>SandDollar</td>
<td>CI</td>
<td>Objectives, measures, achievement targets, findings and action plans are sufficiently documented. Good to document the implementation of the outage tracking system in the action plan. Annual report is minimally documented- executive summary requires some narrative.</td>
</tr>
<tr>
<td>Harte Research Institute</td>
<td>I</td>
<td>Objectives are well documented. Goals have been identified. Measures have been documented. An achievement target is missing for measure #3. Findings for 2007-08 are required for all three measures. Unsure as to the need of action plans as findings have not been entered. Annual report contains sufficient documentation.</td>
</tr>
<tr>
<td>DEPARTMENT AREA</td>
<td>2007-08 CYCLE REVIEWED</td>
<td>NOTES</td>
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</tr>
<tr>
<td>VP Institutional Advancement Annual Report</td>
<td>CA</td>
<td>Annual report sufficiently and tightly documented. It is suggested to refer to departments by name in the Planned Actions/ Closing the Loop section when referring readers to view detailed assessment reports.</td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>I</td>
<td>Objectives are sufficient. Measures, achievement targets, and findings are sufficiently documented. Please note that the Office of Planning and Institutional Effectiveness provided editorial and reviewer comment throughout the unit plan to establish a linkage in documentation between the archived unit plan and the current unit plan. Several changes were made to the plan without safeguarding the previous cycle's documentation. Should additional changes in the objectives, measures or achievement target sections be required in the 2008-09 cycle, please be sure to use the &quot;ACTIVE THROUGH&quot; option to save previous documentation. No action plans required as all measures were met. Annual report is void of any required documentation.</td>
</tr>
<tr>
<td>AVP-Development</td>
<td>CI</td>
<td>The Asst. VP will incorporate Development and Foundation Relations into one report. It was advised that documentation remain dissaggregated to allow for more detail in the department's assessment. As a result, Advancement services will remain separate.</td>
</tr>
<tr>
<td>Advancement Services</td>
<td>CI</td>
<td>Objectives are sufficiently documented. For measure #2 it would be beneficial to include report templates in the document repository. For measure #4: operationally define the level of quality control for &quot;correct input and maintenance&quot; of donor data. Also, quantify what &quot;minimal down-time&quot; is. As it is, the targets are too vague. Action plan and annual reporting sections are sufficient.</td>
</tr>
<tr>
<td>Development</td>
<td>CI</td>
<td>The unit is advised not to document standard processes, i.e. supervision of employees, as key objectives for the department's continuous improvement. It is advised that the department should only document supervision if there was a problem that was currently being rectified.</td>
</tr>
<tr>
<td>Foundation Relations</td>
<td>CI</td>
<td>The unit was advised to modify the wording of its objective pertaining to donor contributions, as the objective was blended with the intended measure. The director was advised to identify the overall objective, and then separated the achievement target into the measure section.</td>
</tr>
<tr>
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</tr>
<tr>
<td>AVP-Marketing &amp; Communications</td>
<td>CI</td>
<td>Objectives identified are sufficient for unit type. Measures, achievement targets and findings are well documented. It may be beneficial to upload some examples of the produced media - i.e. flyer, pamphlets, annual report, or in the document repository and connect it to the measure. Action plan document is sufficient. Annual report has documentation in the executive summary. Yet, additional documentation in the areas of administrative unit accomplishments, anticipated challenges and procedures for &quot;closing the loop” for continuous quality improvement should be documented.</td>
</tr>
<tr>
<td>International Relations</td>
<td>I</td>
<td>Objectives are appropriate and sufficient for unit type. Measures, achievement targets and findings are sufficiently documented. It would be great to have the World WAVES publications uploaded in the document repository as this is a great accomplishment. For Measure #2 there is reference to see an attachment of the plan presented to President's Cabinet, yet, the plan has not been uploaded. For Measure #9 it would be beneficial to include examples of the media distributed. In all, this is a really solid unit plan with clear and concise documentation outlining why items were met, partially met or not met. GREAT work in this section of the unit plan! Action plans have been identified. Annual report is void of any documentation and requires some narrative in the executive summary, administrative unit accomplishments, closing the loop and anticipated challenges sections.</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>I</td>
<td>Objectives are appropriate and sufficient for unit type. Measures, achievement targets and findings are sufficiently documented. Action plans have been identified, yet, the annual report section is void of any documentation. Documentation is required, at the very least, in the executive summary, anticipated challenges, and closing the loop sections.</td>
</tr>
<tr>
<td>Planning and Institutional Effectiveness</td>
<td>CA</td>
<td>All required documentation provided, along with supplemental documentation. The department may need to modify it’s objectives in format to better accommodate the structure of the new software. Also, the department may want to reconsider the website hit counter objective as many processes have changed with a result of website modifications. Personnel may not have to frequent the site as often as static aggregate data can be downloaded and stored on personal computers.</td>
</tr>
<tr>
<td>South Texas Institute for the Arts</td>
<td>I</td>
<td>Objectives, measures, and achievement targets are sufficiently documented. The unit plan is incomplete as it does not contain any documentation in the findings, action plan or annual report sections of the report.</td>
</tr>
<tr>
<td>DEPARTMENT AREA</td>
<td>2007-08 CYCLE REVIEWED</td>
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<tr>
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</tr>
<tr>
<td>VP Student Affairs Annual Report</td>
<td>CA</td>
<td>Exemplary unit plan for a collective annual report for the department. Great use of document repository.</td>
</tr>
<tr>
<td>Assistant Dean of Students</td>
<td>NR</td>
<td>VP for Student Affairs annual report contains much of the collective documentation. Report not required for this level at this time as detailed documentation is provided in two separate department unit plans- judicial affairs and the women's center.</td>
</tr>
<tr>
<td>Judicial Affairs</td>
<td>CI</td>
<td>Objectives are sufficient. Measures #1, #2, and #8 pertain to a survey that is either not in existence or still under construction. These two measures should not be in the unit plan as measures. The department may want to close out the active through date to these two measures, with a close-out of 0708 and then create a new OBJECTIVE in 2008-09 to develop and test the instrument. Measures for the instrument could be the success of administering the instrument and validity/reliability of the results. In the future, the department could then use the instrument established as a measure. Until then, it should be an objective to create the instrument and identify the support/resources necessary to administer it. Measures #3- #7, #9: Good documentation for measures and GREAT use of document repository. Measure #10 is sufficient. Action plans have been identified and annual report section is sufficiently documented.</td>
</tr>
<tr>
<td>Women’s Center</td>
<td>CA</td>
<td>Objectives, measures, achievement targets and findings are well documented. Great use of document repository. Action plans have been identified and the annual reporting section contains sufficient documentation.</td>
</tr>
<tr>
<td>AVP Student Affairs</td>
<td>NR</td>
<td>VP for Student Affairs annual report contains much of the collective documentation. Report not required for this level at this time as detailed documentation is provided in separate department unit plans.</td>
</tr>
<tr>
<td>Career Services</td>
<td>CA</td>
<td>Objectives, measures, achievement targets and findings are well documented. Great use of document repository. Action plans have been identified and the annual reporting section contains sufficient documentation.</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>CA</td>
<td>Really solid plan. All objectives, measures, achievement targets, and findings are well documented. Measure three has identified the need for a compliance tracking procedure- only recommendation was to elaborate a bit more. Action plans and annual report sections well documented as well.</td>
</tr>
<tr>
<td>DEPARTMENT AREA</td>
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</tr>
<tr>
<td>Disability Services</td>
<td>CA</td>
<td>Objectives, measures, achievement targets and findings are well documented. Great use of document repository. Action plans have been identified and the annual reporting section contains sufficient documentation.</td>
</tr>
<tr>
<td>Health Center</td>
<td>CA</td>
<td>Objectives are sufficient. Measures, achievement targets, and findings sufficiently documented. Great use of document repository for supporting documentation. Report appears streamlined and easy to follow. For measure #2- a question about status: Wouldn't this measure actually be &quot;partially met&quot;? Part b was an increase of 3% and not 2%. For measures #8-#10: will a survey and/or project be implemented, even if staff numbers are low? If the answer is &quot;no&quot; then the department should close out the measure with an active through date of 2007-2008 and explain the reason for not using the measure. Action plans have been identified and the annual report sections are sufficiently documented.</td>
</tr>
<tr>
<td>Recreational Sports</td>
<td>CA</td>
<td>Excellent documentation in all areas of the unit plan. Great use of document repository. Detailed in a productive/ closing the loop tone.</td>
</tr>
<tr>
<td>UC &amp; Student Activities</td>
<td>CA</td>
<td>Objectives, Measures, achievement targets and findings are sufficiently documented. Good use of document repository for supporting documentation. Measure #4: Diversity and Cultural Newsletter will this be a project that will be implemented in the next cycle? If not, then the measure should be abandoned with an active through date of 2007-08 as two cycles have been completed with no progress on the project. If this measure is not carried forward, please be sure to include an explanation for abandoning the measure. For measure #17: Wouldn't the findings of the measure be deemed as &quot;partially met&quot;? You had an 85% professional staff retention for part A of the measure. Action plans have been identified and annual report sections are sufficiently documented.</td>
</tr>
<tr>
<td>University Housing</td>
<td>CA</td>
<td>Objectives, Measures, achievement targets and findings sufficiently documented. Great use of document repository. Just a reminder: for measure #4: CAS Study- be sure to end the active through date of the achievement target (complete CAS study) with the 2007-08 cycle. The next cycle will most likely have a target pertaining to use of data acquired from the study. Action plans have been identified and the annual report sections have been sufficiently documented.</td>
</tr>
</tbody>
</table>
Unit Plan Review

Cycle:
07-08

Unit/Division:
College of Business Annual Report

Objectives:
Overall goals are sufficient for annual report. There are numerous objectives at the college level. While having 24 objectives is permissible it does set the stage for a lot of documentation and assessment work. Some of the objectives could have been combined, i.e. faculty and staff development, with breakout measures for each objective. Yet, the College of Business wise to utilize the software to accommodate the needs of regional and specialized accreditors. So, structure the plan to meet your accreditation needs. One suggestion: wording for objective #4 is okay- but does reflect an intended measure. A better wording for this objective would be, "Compliance with State Mandated SCH for UG Degrees".

Measures (Achievement Targets/Findings):
Measure #4: Do you want to keep the 120 SCH limit measure active, as well as it's affiliated objective, if it has been met in this cycle? If not, then simply go into the plan and select the 2007-2008 cycle in the "active through" drop-down option. For measure #7 it would be beneficial to have a more detailed description added to explain "support activities". Should measure #14 be titled "code of ethics"? The measure relates to updating college publications. Measure #15 is also titled, "code of ethics" and that seems appropriate, as it pertains the the implementation of the WEB-CT shell. For measure #19, please provide an operational definition of COB processes in the description detail section.
Action Plans:
Action plans identified appear to be appropriate for the college unit plan.

Annual Report
The documentation is detailed enough in the annual report as it is supportive of the documentation provided in the other sections of the unit plan. Good, quality work.
## Unit Plan Review

### Cycle:

| 07-08 |

### Unit/Division:

**Business MBA**

### Objectives:

Objectives are sufficiently documented in the unit plan.

### Measures (Achievement Targets/Findings):

MFT, course embedded, and other evaluation direct measures are appropriate for the discipline.

---

*Prepared by:*

**Dr. Bridgette Hardin**  
*Planning Inst. Effectiveness*
### Action Plans:

Sufficient

### Annual Report

Documentation identifies annual report not required at the discipline level. College level annual report is extensive, so this rationale is acceptable.

---

*Prepared by:*

Dr. Bridgette Harlin  
*Planning Inst. Effectiveness*
Unit Plan Review

**Cycle:**

07-08

**Unit/Division:**

Business Macc

**Objectives:**

Objectives are sufficiently documented in the unit plan.

**Measures (Achievement Targets/Findings):**

Course embedded direct measures are appropriate for the discipline.

Prepared by:

Dr. Bridgette Hardin

Planning Inst. Effectiveness
Action Plans:
Sufficient

Annual Report
Documentation identifies annual report not required at the discipline level. College level annual report is extensive, so this rationale is acceptable.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
## Unit Plan Review

### Cycle:
07-08

### Unit/Division:
- Business BBA

### Objectives:
Objectives are sufficiently documented in the unit plan.

### Measures (Achievement Targets/Findings):
MFT Direct measures are appropriate for the discipline.

---

*Prepared by:*
- Dr. Bridgette Hardin
- Planning Inst. Effectiveness
Action Plans:
Sufficient

Annual Report
Documentation identifies annual report not required at the discipline level. College level annual report is extensive, so this rationale is acceptable.
College of Education
2007-2008
## Unit Plan Review

### Cycle:

07-08

### Unit/Division:

College of Education Annual Report

### Objectives:

Goals have been separated into administrative and academic goals. Sufficient for annual report.

### Measures (Achievement Targets/Findings):

Documentation narrative provides overall performance of the college.

*Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness*
Action Plans:

Annual Report
Documentation is sufficiently detailed to address the various discipline areas of the college. Well done.
# Unit Plan Review

**Cycle:**  
07-08

**Unit/Division:**  
Ed.D. Curriculum & Instruction

**Objectives:**  
Objectives are sufficient for unit type.

**Measures (Achievement Targets/Findings):**  
Documentation for unit measures, target levels and findings are appropriate and well documented. Excellent use of the document repository.

*Prepared by:*  
Dr. Bridgette Hardin  
Planning Inst. Effectiveness
### Action Plans:
Action plans entered as necessary to satisfy unmet achievement target levels.

### Annual Report
Documentation in the annual sufficient for the unit type.

**Prepared by:**
Dr. Bridgette Hardin
Planning Inst. Effectiveness
# Unit Plan Review

**Cycle:**  
07-08  

**Unit/Division:**  
BS/S EC-12 Special Education  

**Objectives:**  
Objectives outlined are acceptable for the type of discipline.  

**Measures (Achievement Targets/Findings):**  
Documentation for measures, achievement targets and findings are acceptable.
Action Plans:
Action plans not required as all measures met.

Annual Report
The documentation in the annual report is sufficient for the unit.
### Unit Plan Review

**Cycle:**

07-08

**Unit/Division:**

BSIS EC-4 Generalist

**Objectives:**

Objectives are sufficient for discipline type.

**Measures (Achievement Targets/Findings):**

Most measures are documented sufficiently. However, regarding measure #2: student grades cannot be considered a stand alone direct measure as per SACS assessment requirements. If you are going to use the student teaching experience as a capstone experience for assessing skill acquisition then provide a rubric for assessment on student teaching. The rubric can serve as the rationale for satisfactorily passing the performance requirement by identifying levels of success on the various elements student teachers are assessed on.

*Prepared by:*

Dr. Bridgette Hardin

Planning Inst. Effectiveness
## Action Plans:
Action plans not required as all measures met.

## Annual Report
The documentation in the annual report is sufficient for the unit.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Objective #6: Take out the achievement target level in the objective. Achievement targets should only be documented in the measures section as they can change over time, whereas the objective may not change over time.

Measures (Achievement Targets/Findings):

Documentation for measures, achievement targets and findings are acceptable.
**Action Plans:**
Action plans not required as all measures met.

**Annual Report**
The documentation in the annual report is sufficient for the unit.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
### Unit Plan Review

**Cycle:**

07-08

**Unit/Division:**

BSIS - 4-8 Math

**Objectives:**

Objectives are sufficient for discipline type.

**Measures (Achievement Targets/Findings):**

Most measures are documented sufficiently. However, regarding measure #2: student grades cannot be considered a stand alone direct measure as per SACS assessment requirements. If you are going to use the student teaching experience as a capstone experience for assessing skill acquisition then provide a rubric for assessment on student teaching. The rubric can serve as the rationale for satisfactorily passing the performance requirement by identifying levels of success on the various elements student teachers are assessed on.
### Action Plans:
Action plans not required as all measures met.

### Annual Report
The documentation in the annual report is sufficient for the unit.

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
### Unit Plan Review

<table>
<thead>
<tr>
<th><strong>Cycle:</strong></th>
<th>07-08</th>
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<tr>
<th><strong>Unit/Division:</strong></th>
<th>BS OCTD</th>
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<tr>
<th><strong>Objectives:</strong></th>
<th>Objectives outlined are acceptable for the type of discipline.</th>
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<tr>
<th><strong>Measures (Achievement Targets/Findings):</strong></th>
<th>Documentation for measures, achievement targets and findings are acceptable.</th>
</tr>
</thead>
</table>
**Action Plans:**
Creation of action plan for partially met measure is appropriate.

**Annual Report**
The documentation in the annual report is sufficient for the unit.
### Unit Plan Review

**Cycle:**
07-08

**Unit/Division:**
BS Kinesiology - Sports Management

**Objectives:**
Objectives outlined are acceptable for the type of discipline.

**Measures (Achievement Targets/Findings):**
The documentation is acceptable. A suggestion would be to split the measure into 2 separate measures as each measure is distinct from the other to allow for easier review of the results in the unit plan and to keep measure distinct from one another. If you combine a measure and only meet part of it you are not able to give yourself full credit for the part you have "met".

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
### Action Plans:

Action plan is not required as measures were met. The idea of creating a sports marketing course is truly “big picture”.

### Annual Report

The documentation in the annual report is sufficient for the unit.

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
# Unit Plan Review

## Cycle:

07-08

## Unit/Division:

BS Pre-Physical Therapy/Pre-Occupational...

## Objectives:

Objectives outlined are acceptable for the type of discipline.

## Measures (Achievement Targets/Findings):

The documentation for the identified measure and its four target findings are sufficient as the target findings are separate to each objectives. Yet, no findings have been documented. Please add the findings to the unit plan.

---

*Prepared by:*

Dr. Bridgette Hardin

Planning Inst. Effectiveness
### Action Plans:

Unsure if action plans are necessary as findings have not been entered.

### Annual Report

The documentation in the annual report is sufficient for the unit.

Prepared by:

Dr. Bridgette Hardin  
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
BS Kinesiology - Exercise Science

Objectives:
Objectives outlined are acceptable for the type of discipline.

Measures (Achievement Targets/Findings):
The documentation is acceptable. A suggestion would be to split the measure into 2 separate measures as each measure is distinct from the other to allow for easier review of the results in the unit plan and to keep measure distinct from one another. If you combine a measure and only meet part of it you are not able to give yourself full credit for the part you have "met".

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Action plan is not required as measures were met.

Annual Report
The documentation in the annual report is sufficient for the unit.
## Unit Plan Review

**Cycle:**
- 07-08

**Unit/Division:**
- BS Kinesiology - EC-12

**Objectives:**
Objectives sufficient for assessing student performance in the program.

**Measures (Achievement Targets/Findings):**

Measures and achievement targets are sufficient. It is recommended to expand upon the findings by identifying the actual percentage of students that met all domains identified in the achievement target. Additionally, it may be better to split the measure into three separate sections - (1) Movement Skills and Knowledge (2) Physical Education Test’s Domain II (Health-Related Physical Fitness); (3) Physical Education Test’s Domain III (The Physical Education Program). Split the measure for easier readability and to allow for the results of each domain to be stand alone. Because, as it reads now you could encounter a "partially met" or "not met" scenario. For example- 1 of the domains could be unmet, and then you would have to consider the whole measure as "partially met" since you grouped it all together.

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
**Action Plans:**
Not required as the measures identified in measure #1 were met. Excellent idea to create a practice test. The results could serve as a baseline for growth in performance.

**Annual Report**
Documentation in the annual report is sufficient.
Unit Plan Review

Cycle:

07-08

Unit/Division:

BS Athletic Training

Objectives:

Objectives outlined are acceptable for the type of discipline.

Measures (Achievement Targets/Findings):

The documentation for the combined national and state level measure is acceptable. A suggestion would be to split the measure into two separate measures as each measure is distinct from the other.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Not required, as measures were met. Creation of licensure and certification exams is a positive action towards continuous quality improvement.

Annual Report
Documentation in the annual report appears sufficient for discipline type- good job.
Unit Plan Review

Cycle:
07-08

Unit/Division:
Ed.D. Educational Leadership

Objectives:
Objectives are appropriate and sufficient for unit type.

Measures (Achievement Targets/Findings):
Each measure was coded with the findings status of "met", yet, detailed descriptions for the results have not been provided. For example: Measure #1 has been coded as met- but what were the actual findings? 8 students? More than 8? Also, it may be good to reference the dissertation titles defended (no need to list doctoral students by name- just their dissertation titles). Provide a breakdown as to when the dissertations were defended, i.e. fall, spring or summer. Extra documentation is suggested as you are connecting the measure to more than 1 objective. This rationale also applies to the other 5 measures listed. For example, measure 3 identifies the tenure and review process- in the findings it just indicates "met", what were the department's achievement target goals? How many faculty were granted tenure? Or, identified on target for future tenure? Another example: measure 5 requires measurement of "service". Identify the committees faculty members served on, as well as other relevant service types provided.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Not required, as all measures met. Yet, the department does identify a need to align documents - good best practice.

Annual Report
Well documented for the discipline.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
Ph.D. Counselor Education

Objectives:
Objective #8: Omit the achievement target level in the objective description. This documentation should be in the measures section only. Objective #9: Omit the achievement target level of “2 or more” in the description of the objective. Specific targets should be referenced in the measures section only. Objective #10: As with the previous two objectives- eliminate the specific target level of “two scholarly products”.

Measures (Achievement Targets/Findings):

Documentation in the measures section was appropriate, with achievement targets clearly identified and findings noted. Well done.
Action Plans:

Measure #7: Is there any action plan to increase article submissions by students? If so, please document and/or connect it to this measure.

<table>
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<th>Prepared by:</th>
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<tbody>
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<td>Dr. Bridgette Hardin</td>
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<td>Planning Inst. Effectiveness</td>
</tr>
</tbody>
</table>
### Unit Plan Review

**Cycle:**
07-08

**Unit/Division:**
MS Special Education

**Objectives:**
Objectives are sufficient for discipline type.

**Measures (Achievement Targets/Findings):**
Documentation for measures, achievement targets, and findings are acceptable.

*Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness*
**Action Plans:**
Action plans not required as all measures met.

**Annual Report**
The documentation in the annual report is sufficient for the unit.

*Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness*
Unit Plan Review

Cycle:
07-08

Unit/Division:
MS Secondary Education

Objectives:
Objectives are sufficient for discipline type.

Measures (Achievement Targets/Findings):
Student grades cannot be considered a stand alone direct measure as per SACS assessment requirements. If you are going to use the capstone experience for assessing skill acquisition then provide a rubric for assessment of the capstone experience. The rubric can serve as the rationale for satisfactorily passing the performance requirement by identifying levels of success on the various elements required of the capstone.
### Action Plans:
Action plans pertaining to the not met Domain I and II measures have been documented.

### Annual Report
The documentation in the annual report is sufficient for the unit.

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
# Unit Plan Review

**Cycle:**

| 07-08 |

**Unit/Division:**

| MS Kinesiology |

**Objectives:**

Objectives outlined are acceptable for the type of discipline.

**Measures (Achievement Targets/Findings):**

Documentation for measures, achievement targets and findings are acceptable.

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
### Action Plans:

Action plans are reflective of "continuous quality improvement" for student success- i.e. creation of graduate manual and practice defense.

### Annual Report

The documentation in the annual report is sufficient for the unit.
Unit Plan Review

Cycle:
07-08

Unit/Division:
MS Elementary Education

Objectives:
Objectives are sufficient for discipline type.

Measures (Achievement Targets/Findings):
Student grades cannot be considered a stand alone direct measure as per SACS assessment requirements. If you are going to use the capstone experience for assessing skill acquisition then provide a rubric for assessment of the capstone experience. The rubric can serve as the rationale for satisfactorily passing the performance requirement by identifying levels of success on the various elements required of the capstone.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Action plans pertaining to the not met TeXeS PPR measures have been documented.

Annual Report
The documentation in the annual report is sufficient for the unit.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
<table>
<thead>
<tr>
<th>Cycle:</th>
<th>07-08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit/Division:</td>
<td>MS Educational Technology</td>
</tr>
<tr>
<td>Objectives:</td>
<td>Objectives are sufficient for discipline type.</td>
</tr>
<tr>
<td>Measures (Achievement Targets/Findings):</td>
<td>Documentation for measures, achievement targets, and findings are acceptable.</td>
</tr>
</tbody>
</table>

Prepared by:  
Dr. Bridgette Hardin  
Planning Inst. Effectiveness
### Action Plans:
Action plans not required as all measures met.

### Annual Report
The documentation in the annual report is sufficient for the unit.
Unit Plan Review

Cycle:

07-08

Unit/Division:

MS Educational Administration

Objectives:

The objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):

The outcome status for measurement status resulted in "met", yet detailed explanations for the "met" results have not been provided. While it may not be necessary to re-state "100% of students passed", it is necessary to provide detailed results for measurements pertaining to scholarly activity. For example, Measure #4: (Faculty Documents- Program faculty will document a minimum of two scholarly activities per year, to include book and journal publications, presentations at national conferences)- what kind of scholarly activities were actually achieved? If a detailed description has been provided in the annual report, simply note that in the detailed description.

Prepared by:

Dr. Bridgette Hardin
Planning Inst. Effectiveness
### Action Plans:

Not required as all measures were met. Aligning document forms is a good "best practices" for continuous quality improvement in department administration.

### Annual Report

Documentation in the annual report would be sufficient if more details were provided in the detailed description sections of measurement findings. More detail needs to be provided with regard to scholarly activity and the like.
## Unit Plan Review

### Cycle:
- 07-08

### Unit/Division:
- MS Early Childhood Education

### Objectives:
Objectives are sufficient for discipline type.

### Measures (Achievement Targets/Findings):
Student grades cannot be considered a stand alone direct measure as per SACS assessment requirements. If you are going to use the capstone experience for assessing skill acquisition then provide a rubric for assessment of the capstone experience. The rubric can serve as the rationale for satisfactorily passing the performance requirement by identifying levels of success on the various elements required of the capstone.

---

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
### Action Plans:

Action plans not required as all measures met. It is suggested to make a note of rewording the achievement target in the final measure in the 2008-09 cycle as you will have started the record keeping procedures.

### Annual Report

The documentation in the annual report is sufficient for the unit.

---

**Prepared by:**

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
## Unit Plan Review

### Cycle:
07-08

### Unit/Division:
MS Curriculum & Instruction

### Objectives:
Objectives are sufficient for unit type.

### Measures (Achievement Targets/Findings):
Documentation for measurements, achievement targets and findings acceptable for the unit. Well done!

--

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
### Action Plans:

Action Plans are sufficient for unit type

### Annual Report

Documentation in annual report appears appropriate in content for unit plan assessment.

**Prepared by:**  
*Dr. Bridgette Hardin*  
*Planning Inst. Effectiveness*
Unit Plan Review

Cycle:
07-08

Unit/Division:
MS Counseling

Objectives:

Objective #6: It is recommended that you omit the identified measure of a 2 product minimum for scholarly products. Simply identify the objective as, “faculty will produce scholarly products...”. Identify the achievement target in the measure section.

Objective #7: As with the previous objective- eliminate the achievement target level wording in the objective. Simply state, “Faculty will be contribute to service activities within the university...”. Identify the achievement target in the measure. Modifying the documentation allows for a generic objective, with changes being made at the measurement level.

Objective #8: Again- take out the target achievement level wording. Simply identify the objective in terms like, “CNEP faculty will score satisfactorily on course evaluations.” The detailed description should not contain achievement target levels.

Measures (Achievement Targets/Findings):

Measures were well documented, with only one exception. Measure #3: Please add the finding regarding the success rate on the multicultural section of the masters comprehensive exam.
### Action Plans:

Does the department have an action plan for the "not met" TeXeS results measure? If so, please document and/or connect it to Measure #6.

### Annual Report

Documentation appears to be appropriate for discipline-level unit plan assessment. Well done.

*Prepared by:*

Dr. Bridgette Hardin  
*Planning Inst. Effectiveness*
# Unit Plan Review

## Cycle:

07-08

## Unit/Division:

MS Reading

## Objectives:

Objectives are sufficient for unit type. Satisfactory documentation.

## Measures (Achievement Targets/Findings):

A finding needs to be added for measure #10.

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
Action Plans:
An affiliated action plan is required for meeting the achievement target for measure #6.

Annual Report
Annual report documentation is sufficient for the discipline.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
## Unit Plan Review

### Cycle:

07-08

### Unit/Division:

Military Science (ROTC)

### Objectives:

Objectives are sufficient for discipline type.

### Measures (Achievement Targets/Findings):

Descriptions of measures and achievement targets are well documented, providing sufficient detail for the unit type. Findings were documented in a sufficient manner.

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
### Action Plans:
Appropriate action plan for unmet measure.

### Annual Report
Sufficient documentation.
College of Liberal Arts
2007-2008
Unit Plan Review

Cycle:
07-08

Unit/Division:
College of Liberal Arts Annual Report

Objectives:
All documentation provided in annual report. Objectives noted appear sufficient for reporting type.

Measures (Achievement Targets/Findings):
Details adequately noted in annual report in narrative form.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Not required- merely summation of college productivity.

Annual Report
Although it is all noted under the executive summary, the documentation is sufficient.
Unit Plan Review

Cycle:
07-08

Unit/Division:
BFA Art

Objectives:
Objectives are sufficient for the unit plan.

Measures (Achievement Targets/Findings):
Measures, achievement targets and findings are documented but require elaboration. It may be beneficial to include a comment regarding the type of service or scholarly activity provided by faculty in the findings. For example, simply state, "a detailed description of faculty scholarly activity can be found in the summative annual report section of this unit plan." Also, for measures that met or exceeded the 90% achievement target- simply identify the percentage. Identification of the percentages enables you to rationalize your achievement target for the next year- i.e increase the target for continuous quality improvement if it is determined that the target was set too low for the measure.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Required action plans are documented.

Annual Report
Since there are measures that involve an assessment of service and scholarship, it is recommended to provide a detailed account of such activities in the scholarly and research sections of the annual report.
Unit Plan Review

Cycle:
07-08

Unit/Division:
BA Theatre

Objectives:
Documentation of objectives sufficient.

Measures (Achievement Targets/Findings):

Measures are solid in documentation. A recommendation for measure #5 would be to upload an aggregate of the FAR, with documentation of faculty activity types- i.e. types of service, names of committees faculty participated on, etc. Measure #6 is "resource driven". This is problematic as measures should be "process driven" to measure the progress for completing obj. 7, irrelevant of resources needed. To tweak the measure document as follows: MEASURE: NAST Accreditation Staffing Structure. ACHIEVEMENT TARGET: Discipline will take the staffing steps necessary to comply with NAST accreditation requirements. FINDINGS: The discipline was able to secure a secretarial position and currently securing a dance position. The findings are MET, as you are attempting to adhere to accreditation guidelines, not to seek additional resources. A tweak in wording makes the measure process driven and not resource driven. It may be beneficial to upload the breakout report from PIE on student satisfaction for measure #13.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
### Action Plans:
Detailed Action Plans have been identified.

### Annual Report
Sufficient documentation in annual report.

*Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness*
Objective: Objectives are sufficient for discipline type.

Measures (Achievement Targets/Findings):

Measure #6 could be restructured to reflect the administrative processes required in setting up an MA program in Spanish. The measure should focus more on the steps the discipline can take (realm of control) to initiate the MA program. It's easier to meet or partially meet a measure when it is established as a process-driven measure and not a resource-driven one. Measure #7 runs into the same problem—continuous improvement should not hinge on resources received. The measure suggests broader coverage for courses. How could this be achieved with current resources? If it is not possible, then the discipline may need to reconsider the measure and abandon it. Measure #10 another resource driven measure. The description does not indicate the need for additional faculty and implies a measurement of the processing and accuracy of current faculty documents. This measure may need to be replaced with a process-driven administrative measure.
### Action Plans:
Sufficient for the discipline.

### Annual Report
Annual report sufficient.

*Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness*
Unit Plan Review

Cycle: 07-08

Unit/Division: BA Sociology

Objectives:
Objectives are sufficient for discipline.

Measures (Achievement Targets/Findings):

Measures, achievement targets, and findings are adequately documented. Measure 7 is problematic as the documentation is scoped as a resource-driven measure, rather than a process-driven measure. For continuous quality improvement SACS requires units to establish process-driven measures that are independent of resource allotment. To accommodate the faculty need, a suggested way to document the measure is as follows: TITLE: Securing Faculty Lines; DETAILS: The discipline will adhere to institutional policy and procedures regarding the attainment of additional faculty lines. ACHIEVEMENT TARGET: The discipline will have submitted all required paperwork to secure 2 additional faculty lines. FINDINGS: (met) the discipline submitted all required paperwork to the dean, HR, EEO... etc. This shows the intent for growth, without the success of the objective being contingent on additional resources.
Action Plans:
Appropriate for discipline.

Annual Report
Sufficient documentation for discipline type.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
BA Psychology

Objectives:
Objectives sufficient for discipline.

Measures (Achievement Targets/Findings):
Measures, achievement targets and findings well documented. Good use of document repository and linking documents.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
**Action Plans:**
Appropriate for not met measures.

**Annual Report**
Sufficient documentation for discipline type.
## Unit Plan Review

### Cycle:

07-08

### Unit/Division:

BA Political Science

### Objectives:

Objectives are sufficient for discipline.

### Measures (Achievement Targets/Findings):

Measures, achievement targets, and findings are adequately documented. Good use of document repository for supporting documentation.

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
### Action Plans:

Appropriate for discipline.

### Annual Report

Sufficient documentation for discipline type.
The unit plan will be modified in its structure, starting with the 2008-09 cycle, as the measure for BA and BM in Music are exactly the same. The BMTC will have a stand alone assessment plan as it is an accredited program for the department. Authorization for the modification was approved by Dr. Nelsen, Assoc. VP of AA.

Measures (Achievement Targets/Findings):

Acceptable.
### Action Plans:

- Acceptable

### Annual Report

- Acceptable - well documented.
Unit Plan Review

Cycle:
07-08

Unit/Division:
BA History

Objectives:
Objectives are documented sufficiently.

Measures (Achievement Targets/Findings):

Measures are well documented. Please keep in mind that student grades and GPA are not considered approved direct measures for SACS assessment purposes. When noting faculty participation in service and scholarship, it would be beneficial to either upload the faculty activity report or bullet list the various published works/scholarship or types of service. Measure #10: Measures are not to be resource driven. The description does not indicate the need for additional faculty and implies a measurement of the processing and accuracy of current faculty documents. This measure may need to be replaced with a process-driven administrative measure. An example of this could be: TITLE: Securing Faculty Lines; DETAILS: The discipline will adhere to institutional policy and procedures regarding the attainment of additional faculty lines. ACHIEVEMENT TARGET: The discipline will have submitted all required paperwork to secure 2 additional faculty lines. FINDINGS: (met) the discipline submitted all required paperwork to the dean, HR, EEO... etc. This shows the intent for growth, without the success of the objective being contingent on additional resources.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Sufficient for the discipline

Annual Report
Annual report well documented.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Objectives:
Objectives sufficient for discipline level.

Measures (Achievement Targets/Findings):
Measures are appropriately documented. Identification of portfolios and assessment committees is strong. Supporting document is dated "English Minutes 2009"- is this a typo? Because, technically, the assessment period was from September 1, 2007 through August 31, 2008. The documentation would have had to have been in existence no later than October 1, 2008 to comply with the cycle dates. Increasing the department budget (msr 11) should not be a performance measure as it is "resource driven". As per SACS, performance measures should be "process driven", meaning that progress should be made with current resources. If the department wishes to find ways to satisfy objectives 8, 12, and 13, then it needs to structure the measure to reflect processes-i.e. (with current funding, the department will provide X number of professional training opportunities, conference travel opportunities). If it was unmet, then the department can identify an action plan in an effort to secure budgetary funds for the next cycle.
Action Plans:
Measure #1 for objective five requires an action plan. Measures #7, #8, #10, and #11 require an action plan.

Annual Report
Sufficient documentation.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
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<tr>
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<tr>
<td>Unit/Division:</td>
<td>BA Economics</td>
</tr>
<tr>
<td>Objectives:</td>
<td>Objectives are sufficient for discipline.</td>
</tr>
<tr>
<td>Measures (Achievement Targets/Findings):</td>
<td>Measures and achievement targets adequately documented. Documentation of findings are required for ALL 6 measures.</td>
</tr>
</tbody>
</table>

Prepared by:  
Dr. Bridgette Hardin  
Planning Inst. Effectiveness
Action Plans:
Action plans noted are from 2006-07.

Annual Report
No documentation provided.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
BS Criminal Justice

Objectives:
Objectives are sufficient for discipline.

Measures (Achievement Targets/Findings):
Measures, achievement targets, and findings are adequately documented. Measure 6 is a resource-driven measure, rather than a process-driven measure. For continuous quality improvement SACS requires units to establish process-driven measures that are independent of resource allotment. To accommodate the faculty need, a suggested way to document the measure is as follows: TITLE: Securing Faculty Lines; DETAILS: The discipline will adhere to institutional policy and procedures regarding the attainment of additional faculty lines. ACHIEVEMENT TARGET: The discipline will have submitted all required paperwork to secure 2 additional faculty lines. FINDINGS: (met) the discipline submitted all required paperwork to the dean, HR, EEO... etc. This shows the intent for growth, without the success of the objective being contingent on additional resources. Excellent documentation for measure #8.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
**Action Plans:**
Appropriate for discipline.

**Annual Report**
Sufficient documentation for discipline type.

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
Unit Plan Review

Cycle:
07-08

Unit/Division:
BA Communication

Objectives:
Objectives are adequately documented.

Measures (Achievement Targets/Findings):

Measure #2: An achievement target of 70% was set, and met. Please elaborate on the actual percentage attained, as it is the assessment is vague in terms of if the goal was barely met, or well exceeded. Detailed documentation is necessary in order to appropriately reflect on the achievement target for continuous quality improvement when setting next year's target. Great documentation for measure #3. For measure #6 it is suggested to upload the syllabi and connect them to the measure. Measure #7 would benefit from an approval letter from the coordinating board. Use the document repository.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Action plans identified for partially met measures- good.

Annual Report
Documentation is required in the annual report, at least in the teaching and scholarly activity sections and "closing the loop".

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
# Unit Plan Review

**Cycle:**

07-08

**Unit/Division:**

BA Art

**Objectives:**

Objectives are sufficient for the unit plan.

**Measures (Achievement Targets/Findings):**

Measures, achievement targets and findings are sufficiently documented.

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
**Action Plans:**
Required action plans are documented.

---

**Annual Report**
Sufficient documentation.
**Unit Plan Review**

**Cycle:**

07-08

**Unit/Division:**

BM Music

**Objectives:**

The unit plan will be modified in its structure, starting with the 2008-09 cycle, as the measure for BA and BM in Music are exactly the same. The BMTC will have a stand alone assessment plan as it is an accredited program for the department. Authorization for the modification was approved by Dr. Nelsen, Assoc. VP of AA.

**Measures (Achievement Targets/Findings):**

Acceptable.
<table>
<thead>
<tr>
<th><strong>Action Plans:</strong></th>
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<tbody>
<tr>
<td>Acceptable</td>
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<tr>
<th><strong>Annual Report</strong></th>
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<tbody>
<tr>
<td>Acceptable- well documented.</td>
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</table>
Unit Plan Review

Cycle:
07-08

Unit/Division:
MFA Art, Studio

Objectives:
Objectives are sufficient for the unit plan.

Measures (Achievement Targets/Findings):
Measures, achievement targets and findings are documented but require elaboration. For measures that met or exceeded an identified percentage achievement target- identify the percentage. Identification of the percentages enables you to rationalize your achievement target for the next year- i.e increase the target for continuous quality improvement if it is determined that the target was set too low for the measure.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
### Action Plans:

Required action plans are documented.

### Annual Report

Sufficient.
## Unit Plan Review

### Cycle:

07-08

### Unit/Division:

MA Psychology

### Objectives:

Objectives sufficient for discipline.

### Measures (Achievement Targets/Findings):

Measure #1: This measure could be set-up for failure as it is a resource-driven measure, with control of success established outside the discipline. It’s recommended to tweak the wording of the measure to reflect the administrative processes the discipline undertakes to assist students in garnering funds for research. Measures, achievement targets and findings well documented. Good use of document repository and linking documents. Measure #7: clever way to use a process-driven measure to garner additional faculty lines.
Action Plans:
Appropriate for not met measures.

Annual Report
The measure for faculty activity has been coded as "met", yet detailed documentation of faculty activities, or reference of the faculty activity report are not noted in the annual report. Documentation should be noted somewhere in the unit plan.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
## Unit Plan Review

### Cycle:

| 07-08 |

### Unit/Division:

| MA History |

### Objectives:

Objectives are sufficient for discipline type.

### Measures (Achievement Targets/Findings):

Measure #6: It would be beneficial to have a faculty activity uploaded in the repository and connected to the findings, or provide a detailed description of the results in the appropriate section of the annual report and make note of it in the findings. (Review the 2006-07 findings just below for an example of narrative documentation). Measure #7: This is a resource-driven measure. Modify the measure to reflect the "processes" the discipline underwent in an attempt to secure additional faculty lines. Measure #9 still requires findings to be documented.
### Action Plans:
Action plan required for not met measure #3.

### Annual Report
Annual report sufficient.

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
## Unit Plan Review

### Cycle:

07-08

### Unit/Division:

MA English

### Objectives:

Documentation of objectives sufficient.

### Measures (Achievement Targets/Findings):

Measures, achievement targets and findings sufficiently documented. It may be beneficial to have an aggregate report uploaded to identify the various service, committee, and produced scholarship provided by faculty for measure #5.
Action Plans:
Measure #8 requires an action plan as it was partially met.

Annual Report
Annual report sufficiently documented. It would be good to identify publications and other scholarly activity in detail in the annual report or through an uploaded report.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
**Unit Plan Review**

**Cycle:**

| 07-08 |

**Unit/Division:**

| MA Art, Studio |

**Objectives:**

Objectives are sufficient for the unit plan.

**Measures (Achievement Targets/Findings):**

Measures, achievement targets and findings are documented but require elaboration. It may be beneficial to include a comment regarding the type of service or scholarly activity provided by faculty in the findings. For example, simply state, "a detailed description of faculty scholarly activity can be found in the summative annual report section of this unit plan." Also, for measures that met or exceeded an identified percentage achievement target- identify the percentage. Identification of the percentages enables you to rationalize your achievement target for the next year- i.e increase the target for continuous quality improvement if it is determined that the target was set too low for the measure.
Action Plans:
Required action plans are documented.

Annual Report
Since there are measures that involve an assessment of service and scholarship, it is recommended to provide a detail account of such activities in the scholarly and research sections of the annual report.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
The unit plan will be modified in its structure, starting with the 2008-09 cycle, as the measure for BA and BM in Music are exactly the same. The BMTC will have a stand alone assessment plan as it is an accredited program for the department. Authorization for the modification was approved by Dr. Nelsen, Assoc. VP of AA.

Measures (Achievement Targets/Findings):
Acceptable.
**Action Plans:**

Acceptable

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**Annual Report**

Acceptable- well documented.
### Cycle:

07-08

### Unit/Division:

MPA Public Administration

### Objectives:

Objectives are sufficient for discipline.

### Measures (Achievement Targets/Findings):

Measures, achievement targets, and findings are adequately documented. Measure 5 is a resource-driven measure, rather than a process-driven measure. SACS requires units to establish process-driven measures for continuous quality improvement that are independent of resource allotment. To accommodate the faculty need, a suggested way to document the measure is as follows: TITLE: Securing Faculty Lines; DETAILS: The discipline will adhere to institutional policy and procedures regarding the attainment of additional faculty lines. ACHIEVEMENT TARGET: The discipline will have submitted all required paperwork to secure 2 additional faculty lines. FINDINGS: (met) the discipline submitted all required paperwork to the dean, HR, EEO... etc. This shows the intent for growth, without the success of the objective being contingent on additional resources.

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
Action Plans:
Appropriate for discipline- partially met measures have an affiliated action plan.

Annual Report
Sufficient documentation for discipline type.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
College of Nursing and Health Sciences
2007-2008
Unit Plan Review

Cycle:
07-08

Unit/Division:
College of NHS Annual Report

Objectives:
Documentation for objectives more than sufficient for annual report at the college level.

Measures (Achievement Targets/Findings):
Annual report is a narrative for the college process as a whole. Strategic plan included- well done.
**Action Plans:**
Intended actions for the college are noted in annual plan.

**Annual Report**
Annual report has sufficient supplemental documentation, as strategic plan is attached.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Objectives:
Goals and objectives are sufficiently worded for the department. As for Measure #9- the employer survey measure should be an objective, not a measure, as the department is seeking ways to assess employer opinion. If the measure was converted into an objective, a measure could then be created to assess the administrative steps the department is taking to seek out employer opinion.

Measures (Achievement Targets/Findings):
Measures #1-4: as per SACS, course grades cannot be the mode of assessment for success in a program. Results from the rubrics, identifying the proficiency levels of acquired skills, can be used with the emphasis being placed on the learning process, rather than the grade. Much emphasis is placed on course grades in this unit plan. The department identifies the capstone course- and this is a good measurement for skill acquisition. The overall grade identifies successful completion of the course but does not isolate or identify the level of skill required to acquire a successful grade in the capstone. The rubric measures skills, the grade measures completeness. The wording merely needs to be tweaked to identify the skills measured, with a target level % of "students successfully demonstrating accomplishing the tasks/demonstrating skills as outlined in the course rubric". Then upload a copy of the rubric or syllabi that identifies the skills. Measure #8- if the depart. is unable to measure an item, it should not even be part of a unit plan. Only include measures that can truly be measured.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
**Action Plans:**

Measure #7 requires an action plan as it is partially met. The action plan can merely identify how the department is going to assist students in registering/completing the certification exam and/or other employer requirements.

**Annual Report**

The annual report references the 2006-2007 annual report. The annual report requires documentation for the 2007-08 year, not the previous year.
# Unit Plan Review

**Cycle:**
07-08

**Unit/Division:**
BS Nursing

**Objectives:**
Objectives are sufficient for the unit type.

## Measures (Achievement Targets/Findings):

Measure 6: Alumni Surveys- if an instrument has not been created, even though an action plan was initiated to do so, it must be reconsidered as a measure. Only measures that can truly provide results should be included. On a positive note, starting in 2008 the Office of Planning and Institutional Effectiveness has provided a breakout report of its alumni survey for the College of Nursing. It is located on the website. Measure 7, 8, 9, 10 and 11 are missing findings for the cycle.
### Action Plans:

Action plans are identified, but previous plans were not acted upon. Unsure if additional plans are necessary as the plan is missing some of the required findings.

### Annual Report

No documentation has been provided in the annual report. If the discipline is going to rely on other supplemental documentation, then it needs to link the documentation to the sections and provide a brief statement in the executive summary.

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
Unit Plan Review

Cycle:
07-08

Unit/Division:
BSHS Health Sciences

Objectives:
Objectives are sufficient for the unit type.

Measures (Achievement Targets/Findings):
Measure #1 requires some of the achievement targets to be established as well as documented findings. Measure #2 requires findings on faculty evaluations. Measure #3 on program evaluation requires documentation on achievement targets (set by committee will not do). Actual targets are necessary, as are findings.
Action Plans:
The action plan identified is quite wordy. If the intent is to further develop or expand the program- narrow down the description as such.

Annual Report
No documentation has been provided in the annual report. If a separate detailed report is available, simply include it in the executive summary and briefly justify how the report satisfies the documentation requirements of this section.
Unit Plan Review

Cycle:
07-08

Unit/Division:
MSN Nursing

Objectives:
Objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):
Measure #1 and #8: grades are not an acceptable direct measure, as per SACS. The use of standardized rubrics, outlining the expectation of skill acquisition or performance is acceptable, with the results serving as measurements. Measure #5: The unit plan should not include measures that cannot be assessed.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Action plans are sufficient.

Annual Report
Documentation has not been initiated.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
## Unit Plan Review

### Cycle:

| 07-08 |

### Unit/Division:

| College of Science & Technology Annual... |

### Objectives:

College level report- documentation provided in narrative form in annual report section.

### Measures (Achievement Targets/Findings):

not applicable

---

**Prepared by:**

Dr. Bridgette Hardin

*Planning Inst. Effectiveness*
### Action Plans:
not applicable

### Annual Report
Annual report is sufficient at face value. Content appears to be detailed enough for unit type and all key headers have adequate documentation.

---

**Prepared by:**
Dr. Bridgette Hardin  
*Planning Inst. Effectiveness*
## Unit Plan Review

### Cycle:

07-08

### Unit/Division:

NSF STEP Grant Program

### Objectives:

Objectives are sufficient for unit type.

### Measures (Achievement Targets/Findings):

Measures, and achievement targets are sufficiently documented. The unit plan is missing "findings" documentation, thus incomplete.

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
### Action Plans:
Action plan status unknown as findings have not been documented.

### Annual Report
Annual report is void of all documentation. Documentation is required.

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
Unit Plan Review

Cycle:
07-08

Unit/Division:
National Spill Control School

Objectives:
Objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):
Measures, achievement targets, and findings are sufficiently documented. Great use of document repository for supporting documentation.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Action plans not required as all measures were met.

Annual Report
Sufficient narration for unit type. Again- great use of document repository.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
## Unit Plan Review

**Cycle:**
07-08

**Unit/Division:**
- MS Mathematics

**Objectives:**
Unit objectives are sufficient.

**Measures (Achievement Targets/Findings):**
Measures, action plans and findings are sufficiently documented. Documentation provides a clear picture as to why certain measures were not met.
**Action Plans:**

Measures #1 and #2 require some updated action plan as they are partially met.

---

**Annual Report**

Documentation in the annual report has not been initiated.
Unit Plan Review

Cycle:
07-08

Unit/Division:
MS Mariculture

Objectives:
Identified objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):

Measure #1: What is actually being assessed? Grades or Exam Results? Grades are not to be a direct measure assessment for SLOs. Exit exams are permissible. If the unit wishes to use an overall “grade” performance, the closest direct measure would be a rubric or detailed syllabi outlining how a student will successfully earn a “B” or higher. An aggregate of rubric scores could be supporting documentation. Measure #3 requires an operational definition of “high quality”. It would benefit the unit plan to include the location of student presentation records, as they are mentioned in measure #4 result details. For measure #5 is there a report that could be referenced? For measure #7, could committee meeting minutes be uploaded as a part of supporting documentation? GREAT DOCUMENTATION in measure 8- identification of records location and details provide clear picture of results.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Not required as all measures were met.

Annual Report
Annual report sufficiently documented for unit type.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
MS Geospatial Surveying Engineering

Objectives:
Objectives are sufficient for type of unit.

Measures (Achievement Targets/Findings):
Measure #2: Not quite understanding the rationale behind the identified achievement target. This measure could apply to any course in the program and not be contingent on the conferral of degrees. Measures that are solely based on graduation outcomes are not sufficient. Measure #2 needs to be reworked. The program must have other modes of assessment that can be incorporated into the unit plan, i.e. curriculum setup, professional development of faculty, service/scholarship of faculty, etc. to gauge how the program is functioning.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
**Action Plans:**
Action plans have been identified.

**Annual Report**
Sufficiently documented.

*Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness*
## Unit Plan Review

### Cycle:
- 07-08

### Unit/Division:
- MS Environmental Science

### Objectives:
Objectives are sufficient for unit type.

### Measures (Achievement Targets/Findings):
For measures involving the awarding of a specific grade: The outcome is based on student performance- as indicated by grade. Be sure to upload a syllabus or rubric that identifies just how the grade was earned. This establishes expected skill level, not just successful completion of the thesis/project.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
### Action Plans:

Action plans identified.

### Annual Report

Sufficient narration for unit type.

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
Unit Plan Review

Cycle:
07-08

Unit/Division:
MS Computer Science

Objectives:
Objectives are sufficient for type of unit.

Measures (Achievement Targets/Findings):
Measures, achievement targets, and findings sufficiently documented. Documentation provides clear details of process-based assessment.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
None required as all measures were met.

Annual Report
Sufficiently documented.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
MS Biology

Objectives:
Identified objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):
Measures, achievement targets and findings sufficiently documented. One recommendation is to upload a copy of the minutes from the retreat held to discuss measure #6- new program development.
Action Plans:
Action plans have been identified. Unmet/partially met measures have an associated action plan.

Annual Report
Annual report sufficiently documented for unit type.
Unit Plan Review

Cycle:
07-08

Unit/Division:
Dept of Life Sciences

Objectives:
Objectives are sufficient for department, especially since documentation was not required by the college until the 2008-09 cycle.

Measures (Achievement Targets/Findings):
Measures not required as department report is truly an identification of objectives and narrative of processes.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
### Action Plans:
Not required for the narrative report.

### Annual Report
Sufficiently documented.
## Unit Plan Review

### Cycle:
07-08

### Unit/Division:
Dept of Computing Sciences

### Objectives:
Objectives are sufficient for department type.

### Measures (Achievement Targets/Findings):
Measures, achievement targets and findings are sufficiently documented. For non computer science reviewers it may be helpful to include a descriptive table for the acronyms used. Internally, the documentation is fine.

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
Action Plans:
None required, as measures were met. Department included enhancement plans satisfactorily.

Annual Report
Annual report documentation sufficient for department type.
## Unit Plan Review

**Cycle:**
- 07-08

**Unit/Division:**
- Center for Water Supply Studies

**Objectives:**
Goals and objectives are sufficient for unit type.

**Measures (Achievement Targets/Findings):**

Measure #1 has the word "significant" in its achievement target- please provide a precise number or operationally define what "significant" is. It is difficult to ascertain why the measure is only 'partially met', even though it is identified that more peer-reviewed publications are needed for the department (how many more?). YET- GREAT USE of document repository and GREAT documentation of scholarly work. Measure #2 has the same wording issue and is missing the findings for the year. Again- GREAT USE of supporting documentation in measure.
## Action Plans:
Action plans identified for partially met/unmet measures.

## Annual Report
Annual report sufficiently documented for unit type. Good use of document repository for supplemental information.
## Unit Plan Review

### Cycle:
- 07-08

### Unit/Division:
- The Center for Virtual Medical Education

### Objectives:
Objectives are sufficient for unit type. Yet, objective 7 should be void of achievement targets. Reword the objective and identify $7 million as an achievement target in the measures section.

### Measures (Achievement Targets/Findings):
The unit plan does not contain any achievement targets or findings, thus incomplete.

---

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
### Action Plans:
None identified.

### Annual Report
Annual report is void of documentation and is required to complete the unit plan.
## Unit Plan Review

### Cycle:

| 07-08 |

### Unit/Division:

- Center for Coastal Studies

### Objectives:

Goals and objectives are sufficient for unit type.

### Measures (Achievement Targets/Findings):

Measures are clear and concise. Findings documented in sufficient detail.

---

*Prepared by:*

Dr. Bridgette Hardin  
Planning Inst. Effectiveness
## Action Plans:
Action Plans not required as all measures were met.

## Annual Report
Annual report sufficiently documented for unit type. Good use of document repository for supplemental information.

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
Unit Plan Review

<table>
<thead>
<tr>
<th>Cycle:</th>
<th>07-08</th>
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<tbody>
<tr>
<td>Unit/Division:</td>
<td>BS Mechanical Engineering Technology</td>
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</tbody>
</table>

Objectives:  
Objectives are sufficient for type of unit.

Measures (Achievement Targets/Findings):
Measure #1 well documented with regard to the committee assessing the capstone projects. An inclusion of an uploaded rubric/grading sheet with expectations would be well suited for this measure.

Prepared by:
Dr. Bridgette Hardin  
Planning Inst. Effectiveness
Action Plans:
None required, as measures were met. Additional enhancement plan identified.

Annual Report
Sufficient documentation for unit type.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
BS Mathematics

Objectives:
Identified objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):
Measures, achievement targets, and findings well documented.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Action plans have been appropriately identified.

Annual Report
Annual report is void of documentation. Documentation in the annual report section is a required piece of a completed unit plan. Such detail was given in the findings section of the report, meaning that minimal documentation would suffice in this section.
Unit Plan Review

Cycle:
07-08

Unit/Division:
BS Geology

Objectives:
Objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):
Measures, achievement targets, and findings are well documented. GREAT USE of document repository for supporting documentation.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Measure #1 was technically met, but the writer suggests that it was only partially met as the disaggregated results of some sections were below the achievement target level. Depending on how the measure is to be interpreted, an action plan may be necessary.

Annual Report
Annual report is sufficient for unit type. Good use of document repository for supporting documentation.
Unit Plan Review

Cycle:

07-08

Unit/Division:

BS Geographic Information Science

Objectives:

Objectives are sufficient for type of unit.

Measures (Achievement Targets/Findings):

Measures #1, 3, 4: Good reference to where supporting documentation can be found.

Prepared by:

Dr. Bridgette Hardin
Planning Inst. Effectiveness
### Action Plans:
Identified for the unit.

### Annual Report
Concise and brief, but sufficient.
<table>
<thead>
<tr>
<th><strong>Unit Plan Review</strong></th>
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<tbody>
<tr>
<td><strong>Cycle:</strong> 07-08</td>
</tr>
<tr>
<td><strong>Unit/Division:</strong> BS Environmental Science</td>
</tr>
<tr>
<td><strong>Objectives:</strong> Objectives are sufficient for unit type.</td>
</tr>
<tr>
<td><strong>Measures (Achievement Targets/Findings):</strong> Measures, achievement targets, and findings are well documented.</td>
</tr>
</tbody>
</table>

*Prepared by: Dr. Bridgette Hardin  Planning Inst. Effectiveness*
### Action Plans:
Action plans identified.

### Annual Report
Annual report is sufficient for unit type. Good use of document repository for supporting documentation.
# Unit Plan Review

## Cycle:

07-08

## Unit/Division:

BS Electrical Engineering Technology

## Objectives:

Objectives are sufficiently documented for unit type.

## Measures (Achievement Targets/Findings):

Measure #1 should have an associated rubric/scoring document for the projects uploaded and linked to it.
### Action Plans:

Action plans need to be identified for partially met measures.

### Annual Report

Documentation is sufficient for unit type.

Prepared by:

Dr. Bridgette Hardin  
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
BS Computer Science

Objectives:
Objectives are sufficient for department type.

Measures (Achievement Targets/Findings):
Measure #1 is marginally acceptable. To solidify the measure as an SLO measure be sure to include a rubric, or some other standardized assessment, that identifies what proven skill levels are required to obtain a 75% or higher in the lab. (Use the document repository to upload the rubric).

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Not required as measures were met. Satisfactory inclusion of enhancement plans.

Annual Report
Documentation sufficient for unit type.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
BS Chemistry

Objectives:
Objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):

Measure #2, #6, and #7: In order to use project grades it is important to include a rubric or other standardized document. The document must establish the criteria points needed to prove "B" level competency/ work. Measure #4 would benefit with an uploaded document or detailed description of the types of research performed. It would benefit the department to identify where the records are stored for Measure #9- student admits into grad school. The problems identified in Measure #10 indicate a need to create an objective that addresses the standardization of policy/ documentation and tuning of operating systems. Measure #10 should be reconsidered.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Action plan identified for partially met measure.

Annual Report
Annual report is sufficient for unit type.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
**Unit Plan Review**

**Cycle:**

| 07-08 |

**Unit/Division:**

| BS Biomedical Sciences |

**Objectives:**

Identified objectives are sufficient for unit type.

**Measures (Achievement Targets/Findings):**

Measure #1 and #3: operationally define the term "majority". It is difficult to understand a "partially met" result when the target has not been clearly established. GREAT use of document repository for uploading supporting documentation.
### Action Plans:
Action plans identified for unmet/ partially met measures.

### Annual Report
Annual report sufficiently documented for unit type.
Unit Plan Review

Cycle:
07-08

Unit/Division:
BS Biology

Objectives:
Identified objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):
Measures, achievement targets and findings are adequately documented. GREAT use of document repository to provide supplemental, supporting documentation. Measure #5 should be reconsidered if it cannot be measured. Find an alternative measure to gauge student involvement in activities.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
### Action Plans:

Action plans have been identified for unmet measures.

<table>
<thead>
<tr>
<th>Action Plans</th>
<th>Action plans have been identified for unmet measures.</th>
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### Annual Report

Sufficient documentation provided in the annual report section of the unit plan.

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<thead>
<tr>
<th>Annual Report</th>
<th>Sufficient documentation provided in the annual report section of the unit plan.</th>
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### Unit Plan Review

**Cycle:**
07-08

**Unit/Division:**
Blucher Institute

**Objectives:**
Objectives appear sufficient for unit type.

**Measures (Achievement Targets/Findings):**
Use of one measurement for the three objectives requires additional detailed information in the findings section. Provide detailed documentation explaining how each objective was specifically met.

---

*Prepared by:*

Dr. Bridgette Hardin  
*Planning Inst. Effectiveness*
**Action Plans:**
Not required, as measure was met.

**Annual Report**
Annual report is void of any documentation. Documentation is required to complete the unit plan.

*Prepared by:*
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
Ph.D. Coastal Marine System Science

Objectives:
Objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):

Measure #1: As per SACS, course grades cannot be used as a direct measure. Grades from projects and exams (accompanied by scoring rubrics) can be used. Grades, for the purpose of program assessment, are defined as a measure of successful completion, whereas successful completion of assignments are reflective indicators of acquired skills. Measure #2: Identify the course work to be measured and the scoring format used to measure the work. The description is too vague. Documentation of findings are necessary measures 2-5.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Action plans identified.

Annual Report
Sufficient narration for unit type.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Core Curriculum
2007-2008
## Unit Plan Review

**Cycle:**
07-08

**Unit/Division:**
Core Curriculum Program

**Objectives:**
Objectives identified are a solid combination of academic and administrative processes.

**Measures (Achievement Targets/Findings):**
M2: Portfolio measure for spring 2008 findings are not documented in the unit plan. A large portion of the measured assessment is pooled from the core curriculum evaluation and FYLP survey - both completed by students. These measures are considered indirect measures only. More direct measures need to be incorporated into the plan. M5: Funding for trips should not be a measure. Unit plan assessment is meant to measure the performance of a unit, not the allocation of resources for performance. If your intent is to measure the effectiveness of administration over the budget, then you could enter an objective as such, with a measure reflecting how monies were spent. Also, for faculty participation in conferences and/or workshops, you may want to note the file/log containing documentation of attendance - i.e. travel vouchers, attendance rosters, etc.

---

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
<table>
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<th><strong>Action Plans:</strong></th>
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<tr>
<td>Documentation was sufficient.</td>
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<tr>
<th><strong>Annual Report</strong></th>
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<tbody>
<tr>
<td>Documentation was sufficient - especially the information pertaining to publications - well done!</td>
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</table>

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
<table>
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<tr>
<th>Cycle:</th>
<th>07-08</th>
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<tbody>
<tr>
<td>Unit/Division:</td>
<td>Core- Biology</td>
</tr>
<tr>
<td>Objectives:</td>
<td>Objective is sufficient as it stems from the THECB gen. ed constructs.</td>
</tr>
<tr>
<td>Measures (Achievement Targets/Findings):</td>
<td>While the 2007-08 assessment focuses more on the program level of the Core curriculum, it would be beneficial to have some direct measure identified for student learning outcome assessment.</td>
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</tbody>
</table>

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Something should be noted about the greater level of assessment that is expected for the 2008-09 cycle.
Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included in the breakout sections to further establish program assessment initiatives.

### Measures (Achievement Targets/Findings):

| 07-08 | Core- Astronomy |

**Prepared by:**
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:

Annual Report
Unit Plan Review

Cycle:
07-08

Unit/Division:
Core- Art

Objectives:
Objectives are sufficient as they are a part of the collective assessment of the Core curriculum for THECB assessment requirements.

Measures (Achievement Targets/Findings):
A finding still needs to be entered for student performance on written evaluations of art exhibitions. If this was intended for 2008-2009, then it is up to Dr. Huerta to provide documentation, with Mr. Gron documenting findings in the 2008-2009 cycle.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Not sure if action plans are required- findings still are required.

Annual Report
Analysis questions and annual report are still void of documentation. Some documentation must be entered for at least challenges, closing the loop and teaching results.
Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.

Measures (Achievement Targets/Findings):
It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys.
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<th>Annual Report</th>
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</table>
Unit Plan Review

Cycle:
07-08

Unit/Division:
Core- Spanish Literature

Objectives:
Objectives identified are appropriate as they are part of the THECB required assessment.

Measures (Achievement Targets/Findings):
It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
### Action Plans:

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### Annual Report

See above comment.

*Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness*
Unit Plan Review

Cycle:
07-08

Unit/Division:
Core- Sociology

Objectives:
Objectives identified are appropriate as they are part of the THECB required assessment.

Measures (Achievement Targets/Findings):
It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included in the breakout sections to further establish program assessment initiatives.
## Action Plans:

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<th>Prepared by:</th>
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<tbody>
<tr>
<td>Dr. Bridgette Hardin</td>
</tr>
<tr>
<td>Planning Inst. Effectiveness</td>
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</table>

## Annual Report

See above comment.
Unit Plan Review

Cycle:
07-08

Unit/Division:
Core- Public Speaking

Objectives:
Objectives identified are appropriate as they are part of the THECB required assessment.

Measures (Achievement Targets/Findings):
It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:

Annual Report
See above comment.
Unit Plan Review

Cycle:
07-08

Unit/Division:
Core- Psychology

Objectives:
The objective is acceptable as it is part of the THECB required assessment.

Measures (Achievement Targets/Findings):
It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
**Action Plans:**

**Annual Report**
See above comment.
Unit Plan Review

Cycle:
07-08

Unit/Division:
Core- Physics

Objectives:
Computer literacy and logical reasoning for problem solving SLO's are appropriate for the THECB 14 construct assessment requirements. While the 2007-08 assessment focuses more on the program level of the Core curriculum, it would be beneficial to have some direct measure identified for student learning outcome assessment.

Measures (Achievement Targets/Findings):
See above comment.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
<table>
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<th>Action Plans:</th>
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<tr>
<th>Annual Report</th>
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</table>
## Unit Plan Review

### Cycle:
07-08

### Unit/Division:
- Core - Political Science

### Objectives:
Objective is acceptable as it is part of the required THECB assessment requirement for the Core program.

### Measures (Achievement Targets/Findings):
The post test measure is an appropriate direct measure for the objective. Supplemental documentation is sufficient- well done.

---

*Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness*
**Action Plans:**
Action plan was developed as a result of an unmet measure- good.

**Annual Report**
Annual report documentation sufficient for discipline level assessment.
<table>
<thead>
<tr>
<th>Cycle</th>
<th>07-08</th>
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</thead>
<tbody>
<tr>
<td>Unit/Division</td>
<td>Core Philosophy</td>
</tr>
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</table>

### Objectives:
Objectives are appropriate as they meet the assessment requirements of the THECB.

### Measures (Achievement Targets/Findings):
Measure for this discipline are solid and appropriate for the identified objectives. The use of direct measures to address target achievement levels for logic-related and ethics-related questions are strong. Well done.
Action Plans:

Annual Report
Documentation in the annual report section is sufficient for discipline level assessment.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

**Cycle:**
07-08

**Unit/Division:**
Core- Music

**Objectives:**
Objectives are appropriate as they meet the assessment requirements set by the THECB.

**Measures (Achievement Targets/Findings):**
The measure is solid as it is a direct measure (examination). Documentation is sufficient.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
## Action Plans:

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## Annual Report

Would be nice to have some highlight in the executive summary that discusses the importance of the music course in the core curriculum.

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
## Unit Plan Review

### Cycle:

- Cycle

### Unit/Division:

- Core- Math

### Objectives:

Computer literacy and logical reasoning for problem solving SLO’s are appropriate for the THECB 14 construct assessment requirements.

### Measures (Achievement Targets/Findings):

While the 2007-08 assessment focuses more on the program level of the Core curriculum, it would be beneficial to have some direct measure identified for student learning outcome assessment.

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
### Action Plans:

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### Annual Report

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## Unit Plan Review

<table>
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<tr>
<th>Cycle:</th>
<th>07-08</th>
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### Unit/Division:
- Core- History

### Objectives:
It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.

### Measures (Achievement Targets/Findings):
See above comment regarding direct measures.

---

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
## Action Plans:

<table>
<thead>
<tr>
<th>Action Plan 1</th>
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<td>Action Plan 3</td>
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## Annual Report

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<th>Report 1</th>
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<td>Report 2</td>
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<td>Report 3</td>
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**Prepared by:**

Dr. Bridgette Hardin  
*Planning Inst. Effectiveness*
Unit Plan Review

**Cycle:**

07-08

**Unit/Division:**

Core - Geology

**Objectives:**

It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.

**Measures (Achievement Targets/Findings):**

See above comment regarding direct measures.
### Action Plans:


### Annual Report


Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
Core- FYLCP

Objectives:
No objectives have been identified. This program is a sub-component of the core curriculum program (first year seminar) and must reflect solid documentation representative of the assessment conducted at the program level.

Measures (Achievement Targets/Findings):
No measures have been identified. Student satisfaction surveys are indirect measures only. This section would be an excellent placeholder for direct measure assessment of the first year seminar.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:

Annual Report
Nothing has been entered in this section.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
Core- Film

Objectives:
It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.

Measures (Achievement Targets/Findings):
See above regarding direct measure assessment

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
**Action Plans:**
See above

**Annual Report**
See above.
## Unit Plan Review

**Cycle:**

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</table>

**Unit/Division:**

- Core- Environmental Science

**Objectives:**

Objective is satisfactory as it meets the THECB 14 construct measurement requirement.

**Measures (Achievement Targets/Findings):**

Measures are on target for SLO assessment. Plenty of direct measures noted. Well done.
## Action Plans:

<table>
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<th>Action Plans</th>
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## Annual Report

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<th>Annual Report</th>
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<tbody>
<tr>
<td>Annual report sections adequately documented and sufficient for discipline assessment. The entire unit plan is supportive of Core curriculum program assessment.</td>
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</tbody>
</table>
It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included in the breakout sections to further establish program assessment initiatives.

Measures (Achievement Targets/Findings):
See above comments
### Action Plans:
See above comments

### Annual Report
See above comments
## Unit Plan Review

### Cycle:

| 07-08 |

### Unit/Division:

| Core- English Composition |

### Objectives:

Satisfactory - as they are part of the coordinating boards assessment requirements.

### Measures (Achievement Targets/Findings):

Solid measures with supporting documentation.

---

*Prepared by:*

**Dr. Bridgette Hardin**  
**Planning Inst. Effectiveness**
### Action Plans:
Ties in with partially met measures nicely.

### Annual Report
Documentation solid enough to establish continuous improvement.
Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.

**Measures (Achievement Targets/Findings):**

It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys.
Action Plans:

Annual Report

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

**Cycle:**
07-08

**Unit/Division:**
Core- Theatre

**Objectives:**
Objective identified is appropriate as it is part of the THECB required assessment.

**Measures (Achievement Targets/Findings):**
It is recommended to include direct measures as the core curriculum program assessment relies heavily on indirect measures provided by student response on evaluations and surveys. Officially, disciplines will be required to document in the unit plan starting in the 2008-09 cycle. Yet, student learning outcome assessment must still be included the breakout sections to further establish program assessment initiatives.

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
<table>
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<th>Action Plans:</th>
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<th>Annual Report</th>
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</table>
Non-College / Academic Support Units

2007-2008
Unit Plan Review

**Cycle:**
07-08

**Unit/Division:**
Study Abroad

**Objectives:**
The unit plan has not been initiated. Study Abroad was in existence during this cycle—so assessment is required.

**Measures (Achievement Targets/Findings):**
See above

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
**Action Plans:**

See above

---

**Annual Report**

See above
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<th><strong>Cycle:</strong></th>
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<th><strong>Unit/Division:</strong></th>
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<tbody>
<tr>
<td>VP Academic Affairs/Povost Annual Report</td>
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</table>

**Objectives:**
Not applicable- narrative provided in annual report.

**Measures (Achievement Targets/Findings):**
Not applicable- general narrative provided in annual report.

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
### Action Plans:
Not applicable- general narrative provided in annual report.

### Annual Report
The annual report has not been initiated. All key areas of the annual report require documentation by the Provost's office.

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
Unit Plan Review

Cycle:
07-08

Unit/Division:
Honors Program

Objectives:
Objective #4: in the detailed description omit recruitment and retention values. The description should be free of intended achievement target levels. Objective #5: Same issue- omit target levels. Simply describe the objective of meeting academic needs in terms like: The Honors program will offer core courses, upper-level honors courses and honors communities, etc.

Measures (Achievement Targets/Findings):
Measure 1: Excellent documentation for objective 1 and 2 achievement target and findings. Associated objectives #5 and #9 do not have achievement target levels identified or findings documented. Should these objectives be associated to the measure? If so, establish achievement targets. Similar inquiry for measure 2- are objectives 5 and 8 to be associated with it? If so, establish achievement target levels. If it is the same as for objective #9, simply copy and paste. This will allow for more detailed documentation at the objective level on the detailed assessment report. Same issue for measure #3 and the associated objectives #1 and #6- establish target levels. Same issue with measure #5: establish target levels for associated objectives #1 and #2. Measure #6 has the same issue with affiliated objectives #7, #8, and #10. Measures 4, 7, and 8 are great!
Action Plans:
Appropriately documented.

Annual Report
Documentation appears sufficient- but is still classified as "draft in progress". Not sure if documentation is complete. If it is, simply click the "final" option for each section.
### Unit Plan Review

**Cycle:**

| 07-08 |

**Unit/Division:**

Graduate Studies & Research

**Objectives:**

Objectives are sufficiently documented.

**Measures (Achievement Targets/Findings):**

Findings are still required for a majority of the measures identified. (PIE is aware of the department's need to correct previously deleted documentation from the 2006-07 plan- this could explain the delay in completing the cycle currently under review).

Prepared by:

Dr. Bridgette Hardin

Planning Inst. Effectiveness
**Action Plans:**

Unsure as to status as the plan is incomplete

---

**Annual Report**

Annual report sections are void of any documentation. Documentation is required in the executive summary, accomplishment sections, challenges and closing the loop section of the annual report.

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
Unit Plan Review

Cycle:
07-08

Unit/Division:
Faculty Renaissance Center

Objectives:
The objectives identified for the FRC are appropriate for the type of unit. Key objectives include the increase of scholarly/research activity, leadership and service, while maintaining information pertaining to faculty development. Some of the wording that identified key measures was removed from the description portion of the objectives, as measures connected through the software.

Measures (Achievement Targets/Findings):
A valiant effort was made in the area of measurement documentation. Some items to consider: 1. reference the location of attendance logs for events/seminars/meetings conducted as supportive documentation to the claim of meeting identified measures. 2. Use caution when referencing a personal residence as a location for conducting business-related meeting for the university. 3. Relying heavily on measure achievement targets that involve a Pedagogy Fellow that has not been hired is problematic- as this ultimately ends in unmet measures. It may be beneficial to modify the measures to resources currently made available to the FRC, while noting the "hiring of a Pedagogy Fellow" as a key objective for the program. Measure #10 discusses the development of an Evaluation, Assessment and Research office- this is another key objective of the office and not a measure of some other process. Measure #10 should truly be classified as an objective of the FRC in it's overall development.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
**Action Plans:**
The actions are solid in establishing the need to hire for various positions to support the FRC.

**Annual Report**
The annual report appears to have sufficient documentation for the unit plan.
Cycle:
07-08

Unit/Division:
Bell Library

Objectives:
Objectives are documented sufficiently for unit type. Identified goals are appropriate for unit plan structure and assessment.

Measures (Achievement Targets/Findings):
Measures, achievement targets and findings are sufficiently documented. It would be beneficial to upload tracking reports and activity volume reports in the document repository or to at least identify the staff member responsible for maintaining the reports. Measure #12: findings should include a list of the 33% of policy-identified / program review subjects selected by the Director to establish a paper-trail of the selection process. Measure #15: either upload the aggregate report for library instruction or identify the individual responsible for maintaining the report. Likewise for measure #16.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
## Action Plans:

Measure #28 was not met. An action plan of revising the achievement target has been suggested by the Director in the findings section of the unit plan. Prior to amending the achievement target be sure to close out the active through cycle to 2007-08. Other action plans have been carried over from the previous cycle to address partially met measures. Measure #29 has an action plan identified in the findings as well.

## Annual Report

Annual report documentation is sufficient for unit type. Collectively, documentation is strong for the unit plan.
## Unit Plan Review

**Cycle:**
07-08

**Unit/Division:**
Assoc VP Academic Affairs Annual Report

**Objectives:**

Not applicable - documentation annual report only.

**Measures (Achievement Targets/Findings):**

Not applicable - documentation in annual report only.

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
**Action Plans:**
Not applicable- documentation in annual report only.

**Annual Report**
Documentation in the annual report section is a repeat of the information reported in the 2006-07 cycle. The annual report needs to be updated to reflect the review of the Academic Affairs components, as supervised by the AVP of Academic Affairs.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
<table>
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<tr>
<th>Cycle:</th>
<th>07-08</th>
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<tbody>
<tr>
<td>Unit/Division:</td>
<td>Tutoring &amp; Learning Center</td>
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**Objectives:**

Objectives are solid for unit type. Suggestion- Objective #3: remove the sentence containing the actual number of increased SI sessions. This sentence identifies a target level for a measure and should not be included in the general description of the measure.

**Measures (Achievement Targets/Findings):**

Measure #1- increase in development education- please add a finding. Measure #3- documenting finding for increase in CSI participation.
**Action Plans:**
Action plans have been identified and appear to be appropriate.

**Annual Report**
Documentation in the annual report appears to be sufficient for the unit.

*Prepared by:*
Dr. Bridgette Hardin  
*Planning Inst. Effectiveness*
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<th>Cycle:</th>
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<tr>
<td>Unit/Division:</td>
<td>Women's Center</td>
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**Objectives:**
Objectives are sufficiently documented.

**Measures (Achievement Targets/Findings):**
Measures, achievement targets, and findings well documented. Great use of document repository for supporting documentation.
**Action Plans:**

Identified and appear sufficient.

**Annual Report**

Sufficient documentation for the annual reporting section.

---

*Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness*
Unit Plan Review

Cycle:
07-08

Unit/Division:
VP Student Affairs Annual Report

Objectives:
Objectives are sufficiently documented and reflect the various themes of the institution's M2015.

Measures (Achievement Targets/Findings):
Measures, achievement targets, and findings are well documented. GREAT use of document repository

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
## Action Plans:
Actions have been identified

## Annual Report
Solid documentation in the all key sections of the annual report. Great work!

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
Unit Plan Review

Cycle:
07-08

Unit/Division:
Veterans Affairs

Objectives:
Objectives are sufficient for unit type. Great use of document repository.

Measures (Achievement Targets/Findings):
Measures and achievement targets have been adequately documented. Findings for the 2007-08 cycle are missing for the following measures: 1, 2, 3 (for objective 1).

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
### Action Plans:
Action plans have been identified, but unsure if sufficient as findings for the cycle have not been entered.

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### Annual Report
Annual report section is void of required documentation.

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## Unit Plan Review

**Cycle:**
- 07-08

**Unit/Division:**
- University Services Administration

**Objectives:**
- Objectives are sufficiently documented.

**Measures (Achievement Targets/Findings):**
- Measures, achievement targets and findings are sufficiently documented.

*Prepared by:*
- Dr. Bridgette Hardin
  - Planning Inst. Effectiveness
**Action Plans:**

Action plans have been identified.

---

**Annual Report**

The annual report does contain documentation in most of the critical areas, except closing the loop. The documentation provided is a bit too brief. This section is meant be documented in a narrative format, allowing the writer to summarize the accomplishments of the department/division collectively.
Unit Plan Review

Cycle:
07-08

Unit/Division:
University Housing

Objectives:
Objectives are sufficiently documented.

Measures (Achievement Targets/Findings):
Measures, achievement targets and findings sufficiently documented. Great use of document repository. Just a reminder: for measure #4: CAS Study- be sure to end the active through date of the achievement target (complete CAS study) with the 2007-08 cycle. The next cycle will most likely have a target pertaining to use of data acquired from the study.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
**Action Plans:**

Action plans have been documented.

**Annual Report**

Sufficient documentation for the annual reporting section.
Unit Plan Review

Cycle:
07-08

Unit/Division:
UC & Student Activities

Objectives:
Objectives are sufficiently documented.

Measures (Achievement Targets/Findings):

Measures, achievement targets and findings are sufficiently documented. Good use of document repository for supporting documentation. Measure #4: Diversity and Cultural Newsletter- will this be a project that will be implemented in the next cycle? If not, then the measure should be abandoned with an active through date of 2007-08 as two cycles have been completed with no progress on the project. If this measure is not carried forward, please be sure to include an explanation for abandoning the measure. For measure #17: Wouldn't the findings of the measure be deemed as "partially met"? You had an 85% professional staff retention for part A of the measure.
**Action Plans:**
Action plans have been documented.

**Annual Report**
Sufficient documentation for the annual reporting section.

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
Objectives:
Objectives are sufficient for unit type. Achievement target identifiers have been removed from the documentation as they are measures for success of the objective and should be documented in the measures section of the unit plan.

Measures (Achievement Targets/Findings):
Measures and achievement targets are sufficiently documented. The achievement targets removed from the objectives and referenced in the "editor's log" should be incorporated in the measures section for greater clarity. Findings are missing for all measures in the 2007-08 cycle.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Action plans have been identified.

Annual Report
Annual report section is void of any documentation. Narratives are required under each applicable header of the annual report.
Objectives:
Objectives have been modified by removing achievement targets. Achievement targets are to be connected with measures as it is anticipated that achievement targets will change regularly. Objectives should be generic statements about intended outcomes/success. However, the documentation provided was solid.

Measures (Achievement Targets/Findings):
Measures and achievement targets are well documented. Findings are missing for the 2007-08 cycle.
Action Plans:
Action plans have been identified.

Annual Report
Annual report section is void of documentation. This section requires some narrative documentation under the applicable headers.
## Unit Plan Review

### Cycle:

| 07-08 |

### Unit/Division:

| Title V - Component III - CTP |

### Objectives:

Objectives have been identified and sufficient for unit type.

### Measures (Achievement Targets/Findings):

Measures and achievement targets have been identified. Findings are missing and are required.

---

*Prepared by:*

Dr. Bridgette Hardin  
*Planning Inst. Effectiveness*
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<th><strong>Action Plans:</strong></th>
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<tr>
<td>Action plans have not been identified. It is unsure as to if action plans are required as findings have not been entered.</td>
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<tr>
<td>Documentation has not been entered.</td>
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</table>
### Unit Plan Review

**Cycle:**

| 07-08 |

**Unit/Division:**

| Title V - Component I - GO Centers |

**Objectives:**

Objectives contain achievement targets. Document achievement targets in the measures section only. Objectives are to be generic and independent of yearly changes in achievement target levels. Unit plan writer did a good job of closing out previous objectives through use of the "active through" drop down box.

**Measures (Achievement Targets/Findings):**

Measure #1: publication of handbook- is missing findings. However, the remaining documentation in the measures and findings section is solid, with key achievement targets identified.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
### Action Plans:
None identified.

---

### Annual Report
Annual report section is void of documentation. A brief narrative is required in the executive summary, administrative unit accomplishments, challenges, and closing the loop sections of the report.
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<th>Cycle:</th>
<th>07-08</th>
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<tbody>
<tr>
<td>Unit/Division:</td>
<td>Telecom</td>
</tr>
<tr>
<td>Objectives:</td>
<td>Objectives are documented sufficiently.</td>
</tr>
<tr>
<td>Measures (Achievement Targets/Findings):</td>
<td>Measures, achievement targets and findings are documented sufficiently.</td>
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<tr>
<td>Action Plans:</td>
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<td>Sufficient</td>
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<td><strong>Unit Plan Review</strong></td>
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</table>

**Cycle:**
- 07-08

**Unit/Division:**
- Technical Services

**Objectives:**
- Objectives are documented sufficiently.

**Measures (Achievement Targets/Findings):**
- Measures, achievement targets and findings are documented sufficiently.

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
**Action Plans:**

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**Annual Report**

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Achievement targets must be modified to eliminate the space holder created by the migration of the new software. Documentation is still lacking as several divisions of the university are responsible for the strategic plan's documentation. Dr. Paul Orser has agreed to document planning related items and other items affiliated with general planning. Dr. Hardin has documented all items related to indirect measure assessment from instrumentation administered through PIE.
Action Plans:
Dr. Orser to coordinate, as discussed.

Annual Report
Dr. Orser to oversee, as discussed.
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<tr>
<th>Cycle:</th>
<th>07-08</th>
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<tbody>
<tr>
<td>Unit/Division:</td>
<td>South Texas Institute for the Arts</td>
</tr>
<tr>
<td>Objectives:</td>
<td>Objectives are sufficiently documented.</td>
</tr>
<tr>
<td>Measures (Achievement Targets/Findings):</td>
<td>Measures and achievement targets are sufficiently documented. Findings are missing for all measures.</td>
</tr>
</tbody>
</table>
Action Plans:
None identified as plan is incomplete.

Annual Report
The annual report section is void of any documentation.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
SandDollar

Objectives:
Objectives are sufficiently documented.

Measures (Achievement Targets/Findings):
Measures, achievement targets and findings are sufficiently documented.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Action plans have been identified. Good to highlight the plan of a March 2009 implementation of the outage tracking system.

Annual Report
Documentation is noted- but executive summary does require a narrative on the progress of the department. Other sections are a bit brief.
### Unit Plan Review

**Cycle:**

| 07-08 | ▼ |

**Unit/Division:**

- Recruitment & New Student Programs

**Objectives:**

The achievement target level of 3% was removed in objective #2 and #3 as objectives are to be generic and independent of changing achievement target levels. Documentation is sufficient in the objective section of the unit plan.

**Measures (Achievement Targets/Findings):**

Sufficient documentation and good use of document repository.

---

**Prepared by:**

Dr. Bridgette Hardin

Planning Inst. Effectiveness
### Action Plans:
Action plan is required for partially met measure #4. Other plans have been identified for continuous quality improvement.

### Annual Report
This section is void of any documentation. A brief narrative is required of all unit plans effective with the 2007-08 cycle.
## Unit Plan Review

**Cycle:**

| 07-08 |

**Unit/Division:**

| Recreational Sports |

**Objectives:**

Objectives are sufficiently documented.

**Measures (Achievement Targets/Findings):**

Extremely detailed documentation for measures, achievement targets and findings. The document repository was used appropriately for supporting documentation purposes. Solid plan. Good job!
Action Plans:
Action plans have been documented.

Annual Report
Sufficient documentation for the annual reporting section.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
Purchasing

Objectives:
Objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):
Measures, achievement targets, and findings sufficiently documented.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Action plans have been identified for the unit.

Annual Report
Documentation is a bit too brief for the unit. The narrative should describe the highlights of the unit in greater detail and include a summation of administrative unit accomplishments, anticipated challenges and how the unit will continue to close the loop.
# Unit Plan Review

## Cycle:

| 07-08 |

## Unit/Division:

| Printing Services |

## Objectives:

Objectives are sufficiently documented.

## Measures (Achievement Targets/Findings):

Measures and achievement targets are sufficiently documented. For Measure #2- Question: Did the print management tracking software take place at the start of 2008 or 2009? If it started in 2008 you should be able to report findings for at least part of the assessed cycle year. For Measures #3 and #4 be sure to add the findings.
Action Plans:
Action plans have been identified.

Annual Report
Documentation is noted— but executive summary does require a narrative on the progress of the department. Other sections are a bit brief.
## Unit Plan Review

**Cycle:**

07-08

**Unit/Division:**

Postal Services

**Objectives:**

Objectives are sufficiently documented.

**Measures (Achievement Targets/Findings):**

Measures, achievement targets and findings are sufficiently documented, except the achievement target for measure #3. Please define "to explore new services requests". What is the intent of exploring the requests? What is the actual target the department wishes to achieve?

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
Action Plans:
Action plans have been identified.

Annual Report
The annual report does contain documentation in most of the critical areas, except closing the loop. Documentation provided is not in a narrative format that allows for a summation the accomplishments of the department/division collectively.
Unit Plan Review

Cycle:
07-08

Unit/Division:
Pollution Prevention Partnership

Objectives:
Objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):
Measures, achievement targets and findings are adequately documented for the unit plan. Great use of document repository for supporting documentation linkage.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
### Action Plans:
Action plans have been identified for enhancement purposes.

### Annual Report
Annual report contains sufficient documentation. Collectively, this report is solid and well documented.
## Unit Plan Review

### Cycle:
- 07-08

### Unit/Division:
- University Police

### Objectives:
Objectives are sufficiently documented.

### Measures (Achievement Targets/Findings):
Measures, achievement targets, and findings are WELL DOCUMENTED. One clarification would be helpful for measure #8- community feedback. Please identify exactly what is required in order to meet the achievement target. The target is a bit vague, so having the measure met is unclear. In all, the documentation in this section is solid.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness

---

**Texas A&M University-Corpus Christi**

**WEAVEonline**
assessment management system
**Action Plans:**
Action plans have been identified.

<table>
<thead>
<tr>
<th>Prepared by:</th>
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<tbody>
<tr>
<td>Dr. Bridgette Hardin</td>
</tr>
<tr>
<td>Planning Inst. Effectiveness</td>
</tr>
</tbody>
</table>
Objectives: Objectives sufficiently documented. GREAT use of document repository for supporting documentation.

Measures (Achievement Targets/Findings): Measure #1 needs a definition clarification: define "par level excursions". It is unclear as to how the measure was met since the achievement target is a bit vague. Measure #2 and #3 are WELL DOCUMENTED. Again, GREAT use of document repository. Measure #4 is sufficient.
### Action Plans:

Action plans have been identified.

### Annual Report

Annual report has documentation, but additional documentation is required in the Administrative Unit Accomplishment section. Please be sure identify / highlight the positive work that has been performed, and/or tasks achieved over the course of the 07-08 cycle.... this is the bragging section.
## Unit Plan Review

**Cycle:**
07-08

**Unit/Division:**
Planning and Institutional Effectiveness

**Objectives:**
Objectives are sufficient, but may require formatting for future cycles.

**Measures (Achievement Targets/Findings):**
All measures, achievement targets and findings documented. Supplemental documentation effectively used and stored in document repository.

---

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
### Action Plans:
Action plans are sufficient.

### Annual Report
Annual report sufficient for unit type.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:

07-08

Unit/Division:

Payroll

Objectives:

Objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):

Measures, achievement targets, and findings sufficiently documented.

Prepared by:

Dr. Bridgette Hardin
Planning Inst. Effectiveness
**Action Plans:**
Action plans have been identified for the unit.

---

**Annual Report**
Sufficient documentation noted in the annual report section of the plan.

---

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
# Unit Plan Review

## Cycle:
- 07-08

## Unit/Division:
- Networking

## Objectives:
Unit plan appears sufficient in its documentation. However, there still needs to be clarification as to the reasoning for changing objective and measure wording.

## Measures (Achievement Targets/Findings):
See above

---

**Prepared by:**  
Dr. Bridgette Hardin  
Planning Inst. Effectiveness
### Action Plans:

| Sufficient |

### Annual Report

| Sufficient |
Unit Plan Review

Cycle:
07-08

Unit/Division:
AVP-Marketing & Communications

Objectives:
Objectives are sufficient for the type of unit assessed.

Measures (Achievement Targets/Findings):
Measures, achievement targets and findings are well documented. It may be beneficial to upload some examples of the produced media- i.e. flyer, pamphlets, annual report, in the document repository and connect it to the measure.
## Action Plans:
Sufficient documentation for action plans

## Annual Report
Annual report has documentation in the executive summary. Yet, additional documentation in the areas of administrative unit accomplishments, anticipated challenges and procedures for "closing the loop" for continuous quality improvement should be documented.

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
Unit Plan Review

Cycle:
07-08

Unit/Division:
Microcomputer Services

Objectives:
While the unit plan appears sufficient in its documentation there still needs to be clarification as to the reasoning for changing objective and measure wording.

Measures (Achievement Targets/Findings):
See above

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Sufficient

Annual Report
Sufficient
The unit plan appears to have sufficient documentation in all key areas. It has been suggested to include documentation pertaining to the change in personnel in the executive summary.

Measures (Achievement Targets/Findings):

Sufficient
### Action Plans:

Sufficient

### Annual Report

Sufficient
Unit Plan Review

Cycle:
07-08

Unit/Division:
Judicial Affairs

Objectives:
Objectives are sufficiently documented.

Measures (Achievement Targets/Findings):

Measures #1, #2, and #8 pertain to a survey that is either not in existence or still under construction. These two measures should not be in the unit plan as measures. The department may want to close out the active through date to these two measures, with a close-out of 0708 and then create a new OBJECTIVE in 2008-09 to develop and test the instrument. Measures for the instrument could be the success of administering the instrument and validity/reliability of the results. In the future, the department could then use the instrument established as a measure. Until then, it should be an objective to create the instrument and identify the support/resources necessary to administer it. Measures #3- #7, #9: Good documentation for measures and GREAT use of document repository. Measure #10 is sufficient.
**Action Plans:**
Identified and appear sufficient.

**Annual Report**
Sufficient documentation for the annual reporting section. Good use of repository.
Unit Plan Review

**Cycle:**

07-08

**Unit/Division:**

International Relations

**Objectives:**

Objectives are appropriate and sufficient for unit type.

**Measures (Achievement Targets/Findings):**

Measures, achievement targets and findings are sufficiently documented. It would be great to have the World WAVES publications uploaded in the document repository as this is a great accomplishment. For Measure #2 there is reference to see an attachment of the plan presented to President's Cabinet, yet, the plan has not been uploaded. For Measure #9 it would be beneficial to include examples of the media distributed. In all, this is a really solid unit plan with clear and concise documentation outlining why items were met, partially met or not met. GREAT work in this section of the unit plan!

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
### Action Plans:

Action plans have been identified.

### Annual Report

The annual report does require some narrative in the following sections: executive summary, administrative unit accomplishments, closing the loop and anticipated challenges.
## Unit Plan Review

### Cycle:
- 07-08

### Unit/Division:
- Intercollegiate Athletics

### Objectives:

Objectives are sufficiently documented.

### Measures (Achievement Targets/Findings):

Measures, achievement targets, and findings are sufficiently documented.

*Prepared by:*
- Dr. Bridgette Hardin
  - Planning Inst. Effectiveness
**Action Plans:**

Action plans identified appear to be sufficient.

---

**Annual Report**

Annual report section is void of documentation. Documentation is required in the following header sections: executive summary, anticipated challenges, closing the loop and administrative unit accomplishments.

---

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
Unit Plan Review

**Cycle:** 07-08

**Unit/Division:** [VP Institutional Advancement Annual Report]

**Objectives:**
Not applicable- only annual report section is required.

**Measures (Achievement Targets/Findings):**
Not applicable- only annual report section is required.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Not applicable - only annual report section is required.

Annual Report
Annual report is sufficiently and tightly documented. It may be beneficial to note the departments by name in the "closing the loop" section. Other than that, the documentation is solid.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
HVAC

Objectives:
Objectives are documented sufficiently, but objective #2 is missing an affiliated measure.

Measures (Achievement Targets/Findings):
Achievement target for measure #1 needs clarified and finding for the measure needs to be added as well. Add a measure, achievement target and finding for objective #2.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
### Action Plans:

Action plans have been identified for the unit.

### Annual Report

Annual report sections are void of any documentation. Narrative summaries for the executive summary, administrative unit accomplishments, anticipated challenges and closing the loop are required.
## Unit Plan Review

### Cycle:
- 07-08

### Unit/Division:
- Human Resources

### Objectives:
Objectives are sufficient for unit type.

### Measures (Achievement Targets/Findings):
Measures, achievement targets, and findings have been sufficiently entered.

---

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
### Action Plans:
Action plans have been identified.

### Annual Report
Annual report section is missing required narrative documentation.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
Health Center

Objectives:
Objectives are sufficiently documented.

Measures (Achievement Targets/Findings):
Measures, achievement targets, and findings sufficiently documented. Great use of document repository for supporting documentation. Report appears streamlined and easy to follow. For measure #2- a question about status: Wouldn't this measure actually be "partially met"? Part b was an increase of 3% and not 2%. For measures #8-#10: will a survey and/or project be implemented, even if staff numbers are low? If the answer is "no" then the department should close out the measure with an active through date of 2007-2008 and explain the reason for not using the measure.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Action plans have been documented.

Annual Report
Sufficient documentation for the annual reporting section.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
Harte Research Institute

Objectives:
Objectives are well documented.

Measures (Achievement Targets/Findings):
Measures have been documented. An achievement target is missing for measure #3. Findings for 2007-08 are required for all three measures.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Findings have not been entered, unable to determine if action plans are required.

Annual Report
Documentation appears sufficient for unit.
Unit Plan Review

Cycle:
07-08

Unit/Division:
Grounds Maintenance

Objectives:
Objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):
Measures, achievement targets and findings sufficiently documented. Editing was done to clarify the survey administration arrangement between Grounds and the Office of Planning and Institutional Effectiveness.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
**Action Plans:**

Action plans have been identified.

**Annual Report**

Annual report is void of required narrative documentation. Documentation, at the very least, should be included in the executive summary, administrative unit plan accomplishments, closing the loop and anticipated challenges sections.
### Unit Plan Review

**Cycle:**

| 07-08 |

**Unit/Division:**

| Financial Aid |

**Objectives:**

Goal #6: This goal is more like a performance measure for a Customer Service objective. Goals are intended to be long term aims for the department. Cycle 2006-2007 was reentered as it was completely deleted from the system. Cycle 2007-08 has been refreshed.

**Measures (Achievement Targets/Findings):**

Findings are now required for cycle 2007-08. If achievement targets or objectives are to be deleted, they are to be deleted by the Office of Planning and Institutional Effectiveness only. As procedures must be followed to ensure information is secured in previous cycles.

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
Action Plans:
Plans identified

Annual Report
Annual report is void of any documentation.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
<table>
<thead>
<tr>
<th>Cycle:</th>
<th>07-08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit/Division:</td>
<td>VP Finance and Administration Annual Report</td>
</tr>
<tr>
<td>Objectives:</td>
<td>Not applicable for report type.</td>
</tr>
<tr>
<td>Measures (Achievement Targets/Findings):</td>
<td>Not applicable for report type</td>
</tr>
</tbody>
</table>

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
Action Plans:

Not applicable for report type

Annual Report

The annual report section is void of all required documentation. The annual report for this unit plan must contain documentation under each applicable header of the annual report section. Use of the document repository would benefit this plan. The report requires a descriptive narrative of the processes and progress of various departments within the Finance and Administration Division.
## Unit Plan Review

**Cycle:**

| 07-08 |

**Unit/Division:**

| Events Management |

**Objectives:**

Objectives are sufficient for unit type.

**Measures (Achievement Targets/Findings):**

Measures, achievement targets and findings are adequately documented for the unit plan. It may be beneficial to upload flyers or notices of events to further support documentation of completed events.

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
### Action Plans:

Action plans have been identified for enhancement purposes.

### Annual Report

Annual report is void of documentation. Some documentation, at least in the public/community service section and anticipated challenges sections, should be reported.

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
# Unit Plan Review

**Cycle:**

07-08

**Unit/Division:**

Environmental Health & Safety

**Objectives:**

Objectives are sufficient for unit type.

**Measures (Achievement Targets/Findings):**

Measures have been identified. Achievement targets are required for measures 1 and 2. Achievement target for measure three doesn't match the description of the measure itself. The creation of a budget should be an objective, not a measure. Measure three requires employee records processing to identify those employees requiring inoculation and those employees who have received inoculation.

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
Action Plans:
Action plans have been identified from the previous cycle. Unsure as to if additional actions are required or necessary.

Annual Report
Annual report is void of required narrative documentation under the following headers: executive summary, administrative unit accomplishments, anticipated challenges and closing the loop.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
## Unit Plan Review

### Cycle:

07-08

### Unit/Division:

Enrollment Management Annual Report

### Objectives:

Objectives 1-4 contain achievement target values. Those values need to be removed and reflected in the achievement target section under measures. Objectives are to be general outcomes- i.e. increased enrollment every fall. That way you can modify the achievement target and not the objective. Objectives 5-6 are sufficient.

### Measures (Achievement Targets/Findings):

Achievement target and findings for measure #6 are missing. The remainder of documentation is of good quality.
Action Plans:
Action plans have been identified.

Annual Report
Annual Report is void of documentation. This type of unit plan requires a lengthy narrative on the performance and progress of Enrollment management as a whole.
## Unit Plan Review

### Cycle:

| 07-08 |  

### Unit/Division:

| Equal Opportunity/Employee Relations |  

### Objectives:

Objectives are sufficient for unit type.

### Measures (Achievement Targets/Findings):

Measures and achievement targets have been carried over from the 2006-07 cycle, yet, findings have not been entered.

---

**Prepared by:**  
Dr. Bridgette Hardin  
Planning Inst. Effectiveness
### Action Plans:
Action plans have been identified for a previous cycle, but not entered for the 07-08 cycle.

### Annual Report
Annual report section is void of documentation. Narrative summations under each applicable header are required to complete this section of the report.
Unit Plan Review

Cycle:
07-08

Unit/Division:
Education & Youth Issues

Objectives:
Objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):
Measure #1: Operationally define the terminology "provide effective assistance".

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Action plan identified for partially met measure. GOOD use of document repository to upload supporting documents to unit plan.

Annual Report
Sufficient documentation of annual report for unit plan type.
## Unit Plan Review

**Cycle:**

07-08

**Unit/Division:**

Disability Services

**Objectives:**

Objectives are sufficiently documented. GREAT use of document repository.

**Measures (Achievement Targets/Findings):**

Measures, achievement targets, and findings sufficiently documented. Great use of document repository for supporting documentation. Report appears streamlined and easy to follow.

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
Action Plans:
 Identified and appear sufficient.

Annual Report
 Sufficient documentation for the annual reporting section.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
Custodial Services

Objectives:
Objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):
The achievement target for measure 1 is too vague—what is a minimum number of complaints? And, if there were "several" complaints—how can the measure be coded as partially met? The wording infers an unmet measure.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Action plans identified for the unit.

Annual Report
The annual report section contains minimal, but sufficient documentation for the unit.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
## Unit Plan Review

### Cycle:

07-08

### Unit/Division:

Counseling Center

### Objectives:

Objectives are sufficiently documented. GREAT use of document repository.

### Measures (Achievement Targets/Findings):

Measures, achievement targets, and findings sufficiently documented. Great use of document repository for supporting documentation. For measure three the department may want to elaborate on the action of creating and implementing a compliance procedure.
Action Plans:
Identified and appear sufficient.

Annual Report
Sufficient documentation for the annual reporting section. Great use of repository- very consistent through out the plan.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
Construction

Objectives:
Objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):

Measure #1: It would be beneficial to expand on the achievement target in 2008-09 cycle. Include something about the outcomes, i.e. "All campus facilities will be inventoried as per THECB requirements". Measure #2 requires the term "periodically" to be operationally defined. Measure #3 suggests that all projects will be within cost estimates, yet, the findings identify 3 projects not meeting budget- indicating an unmet measure. The achievement target requires clarification or the findings need to be reclassified as unmet. for Measure 5, 6, and 7- what is an "acceptable customer satisfaction rating"? How was it determined that the measure was met?
Action Plans:
Action plans have been identified.

Annual Report
Annual report is void of required narrative documentation. Documentation, at the very least, should be included in the executive summary, administrative unit plan accomplishments, closing the loop and anticipated challenges sections.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:

07-08

Unit/Division:

Computer Help Desk

Objectives:

As discussed w/ Ms. Vallejo- the 2007-08 objectives need to either reflect 2006-07 wording or provide a justification for changes in wording. Explain missing objective.

Measures (Achievement Targets/Findings):

Measures appear sufficient- but may require some revamping if objectives are changed.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
## Action Plans:
Sufficient.

## Annual Report
Sufficient- yet, annual report requires detail documentation pertaining to changes made with objectives.
Unit Plan Review

Cycle:
07-08

Unit/Division:
Comptroller/Accounting Services

Objectives:
The objectives are well documented for unit type.

Measures (Achievement Targets/Findings):
Measures, achievement targets and findings are well documented for unit type. It would be beneficial to identify the party responsible for maintaining report logs/records on assessed measures and to upload a copy of the training survey used to assess customer satisfaction.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
### Action Plans:

Action plans have been identified for the department.

---

### Annual Report

The annual report contains detailed documentation in the Administrative Unit Accomplishment section of the annual report. It may be beneficial to include additional narrative under the "closing the loop" and "anticipated challenges" sections.

---

*Prepared by:*

*Dr. Bridgette Hardin*

*Planning Inst. Effectiveness*
Unit Plan Review

Cycle:
07-08

Unit/Division:
Community Outreach Annual Report

Objectives:
This type of report only requires documentation in the annual report section.

Measures (Achievement Targets/Findings):
General narrative of progress identified in the annual report section and supporting document stored in the document repository.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Not applicable

Annual Report
Annual report has sufficient amount of detail and includes an uploaded annual report prepared by the division. Reference to individual unit plans at the department level are noted.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

**Cycle:**
07-08

**Unit/Division:**
Career Services

**Objectives:**
Objectives are sufficiently documented.

**Measures (Achievement Targets/Findings):**
Measures, achievement targets, and findings well documented. Great use of document repository for supporting documentation. Really solid plan.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
**Action Plans:**
Identified and appear sufficient.

**Annual Report**
Sufficient documentation for the annual reporting section.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Unit Plan Review

Cycle:
07-08

Unit/Division:
Bursar

Objectives:
Objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):
Measures, achievement targets, and findings sufficiently documented. GREAT use of document repository.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Action plans have been identified for the unit.

Annual Report
Sufficient documentation noted in the annual report section of the plan.
# Unit Plan Review

## Cycle:

07-08

## Unit/Division:

Building Maintenance

## Objectives:

Objectives are sufficient for unit type.

## Measures (Achievement Targets/Findings):

Achievement target for measure 1 is vague. Please elaborate on the expected outcome when “noting” missed absences from training. It is unclear as to why 18% is a partially met measure. What exactly is the assessment? For measure 2- What is involved in the re-evaluation process of the maintenance program? How exactly was it determined that it was met? MEASURE 3 is WELL DOCUMENTED.
**Action Plans:**
Action plans have been identified for partially met measures.

---

**Annual Report**
The annual report contains brief documentation, but appears sufficient for unit type.
## Unit Plan Review

### Cycle:

07-08

### Unit/Division:

Budget

### Objectives:

Objectives are sufficient for unit type.

### Measures (Achievement Targets/Findings):

Measures and achievement targets have been sufficiently documented for the unit. Findings are missing for measure #2 (for objective #2).

---

*Prepared by:*

Dr. Bridgette Hardin

*Planning Inst. Effectiveness*
### Action Plans:
Action plans have been identified.

### Annual Report
Annual report documentation is brief but appears sufficient for the unit.

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
### Unit Plan Review

**Cycle:**
- 07-08

**Unit/Division:**
- AVP-F&A Annual Report

**Objectives:**
Not applicable for report type.

**Measures (Achievement Targets/Findings):**
Not applicable for report type

---

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
Action Plans:
Not applicable for report type

Annual Report
The annual report section is void of all required documentation. The annual report for this unit plan must contain documentation under each applicable header of the annual report section. Use of the document repository would benefit this plan. The report requires a descriptive narrative of the processes and progress of various departments within the AVP Finance & Administration.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
The Asst. VP will incorporate Development and Foundation Relations into one report. It was advised that documentation remain disaggregated to allow for more detail in the department's assessment. As a result, Advancement services will remain separate. For Development it is advised not to document standard processes, i.e. supervision of employees, as key objectives for the department's continuous improvement. It was advised that the department should only document supervision if there was a problem that was currently being rectified. For Foundation Relations it is advised to modify the wording of its objective pertaining to donor contributions, as the objective was blended with the intended measure. The director was advised to identify the overall objective, and then separated the achievement target into the measure section.

The 2007-08 unit plan was completely revamped to accommodate new management. Measures identified appear appropriate for the department.
Action Plans:
Action plans have been identified for the department.

Annual Report
Sufficiently documented.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
## Unit Plan Review

**Cycle:**  
07-08

**Unit/Division:**  
Alumni Relations

**Objectives:**  
Objectives are sufficiently documented.

**Measures (Achievement Targets/Findings):**

Measures, achievement targets, and findings are sufficiently documented. Please note that the Office of Planning and Institutional Effectiveness provided editorial and reviewer comment throughout the unit plan to establish a linkage in documentation between the archived unit plan and the current unit plan. Several changes were made to the plan without safeguarding the previous cycle's documentation. Should additional changes in the objectives, measures or achievement target sections be required in the 2008-09 cycle, please be sure to use the "ACTIVE THROUGH" option to save previous documentation.

*Prepared by:*
Dr. Bridgette Hardin  
Planning Inst. Effectiveness
Action Plans:
None were required as all measures were met.

Annual Report
The Annual Report section is void of any documentation. Please enter information in the executive summary, administrative unit accomplishment sections, anticipated challenges and closing the loop.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Objectives: Objectives are sufficiently documented.

Measures (Achievement Targets/Findings):
For measure #2 it would be beneficial to include report templates in the document repository. For measure #4: operationally define the level of quality control for "correct input and maintenance" of donor data. Also, quantify what minimum down time really is. As it is, the targets are too vague.
Action Plans:

Action plans identified appear to be sufficient.

Annual Report

Adequate documentation provided in all key sections of the annual report.

Prepared by:

Dr. Bridgette Hardin
Planning Inst. Effectiveness
### Unit Plan Review

**Cycle:**

07-08

**Unit/Division:**

Admissions & Records

**Objectives:**

Objectives are sufficiently documented.

**Measures (Achievement Targets/Findings):**

Measure #2 involving the tracking of complaints received should be removed if tracking procedures are not in place. This could actually be an objective (to create a standardized tracking data system for customer complaints) - a great objective identifying continuous quality improvement.

---

*Prepared by:*

Dr. Bridgette Hardin  
*Planning Inst. Effectiveness*
### Action Plans:

Action plan required for measure #1 (Noel Levitz Satisfaction) for the Registrar's office. Since the department is split in the 2008-09 cycle, simply create an action plan that identifies the plan to split the department with the partially met measure being handled by the Registrar.

### Annual Report

An annual report must be prepared- this section is completely void of documentation. The narrative must include a summation as to why the department will be split in 2008-09.
Unit Plan Review

Cycle:
07-08

Unit/Division:
Administrative Computing

Objectives:
Objective #2 and #4 are a repeat of each other. It is assumed that objective #4 is the one that requires deletion as it is not connected with any measure-contact PIE for assistance.

Measures (Achievement Targets/Findings):
Measures and achievement targets have been identified. Yet, the achievement target levels are either too generic or vague. A measure of system availability should be more than the 8 AM to 8 PM gauge. Is the achievement target the system availability during the 12 hour span? Or, is the assessment focusing on the timeliness of successful batches performed? Also, measure #3 is too vague with regard to customer support. What is satisfactory support? Identify satisfaction levels.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
Action Plans:
Action plans have been identified for the unit.

Annual Report
Documentation is a bit too brief for the unit. The narrative should describe the highlights of the unit in greater detail and include a summation of anticipated challenges and how the unit will continue to close the loop.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
**Unit Plan Review**

**Cycle:**
07-08

**Unit/Division:**
Academic Testing

**Objectives:**
Objectives are sufficiently documented. GREAT use of document repository for supplemental/supportive documentation.

**Measures (Achievement Targets/Findings):**

Measure #2: ACT residual exam- findings are required for achievement target affiliated with objective #2. Measures #3 and #4: achievement targets of increasing test taking/ use of facilities are too vague. How much of an increase is expected to achieve each identified target? Please clarify. An achievement target and set of findings are required for the measure as it assesses objective #3.

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*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
### Action Plans:
Action plans have been identified.

### Annual Report
Annual report section is void of documentation. Please complete all section that are applicable to the unit.

*Prepared by:*
*Dr. Bridgette Hardin*
*Planning Inst. Effectiveness*
Unit Plan Review

Cycle:
07-08

Unit/Division:
Academic Information

Objectives:
Objectives are sufficient for unit type.

Measures (Achievement Targets/Findings):
Measures, achievement targets and findings sufficiently documented. It is recommended to split measures to distinct isolated measures. Example: measure #1 has two separate achievement targets- if one is met and the other one isn't the measure, at best, is only partially met. If the two achievement targets were split as two separate measures than the aforementioned example could have 1 met measure and 1 unmet measure. This structure would clarify the performance status of the various measures within the plan. Additionally, having discrete measures also allows action plans to be connected to the discrete unmet measure, rather than connected to a combined "partially met" measure.
Action Plans:
Action plans have been identified for the unit.

Annual Report
Documentation is a bit too brief for the unit. The narrative should describe the highlights of the unit in greater detail and include a summation of anticipated challenges and how the unit will continue to close the loop.

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Planning Inst. Effectiveness
## Unit Plan Review

### Cycle:

07-08

### Unit/Division:

Academic Advising & Transition Center

### Objectives:

Objective #2: Remove the achievement documentation regarding the 90% satisfaction. Objectives should be void of achievement targets altogether. Document this in the achievement target section. Remaining objectives are well documented.

### Measures (Achievement Targets/Findings):

Measures, achievement targets and findings are sufficiently documented. Yet, the achievement target in objective 2 is not reflected in the Orientation Evaluations achievement target section. This requires some clarification.
Action Plans:
Action plans have been identified.

Annual Report
Annual report section appears to be sufficient in its documentation.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness
<table>
<thead>
<tr>
<th><strong>Objectives:</strong></th>
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<tbody>
<tr>
<td>Objectives are sufficient for unit type.</td>
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<tr>
<th><strong>Measures (Achievement Targets/Findings):</strong></th>
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<tr>
<td>Measures are sufficiently documented for the unit type. Measure #3: the achievement target for program quality identifies correspondence, surveys, etc for verification of performance achieved. The unit plan should include copies of the surveys, minutes, or other correspondence that establishes how program quality was measured and met.</td>
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Action Plans:
Action plan has been identified for partially met measure.

Annual Report
Annual report contains sufficient documentation.

Prepared by:
Dr. Bridgette Hardin
Planning Inst. Effectiveness