



## Institutional Assessment and Program Review Policy

### I. Policy Statement and Purpose

This policy establishes that Athens State University will implement assessment and review processes that authentically measure the work of the institution toward achieving its mission. All academic programs and administrative support units within the University have an impact on institutional effectiveness and as such, all units will participate in these review processes.

The University is committed to planning, assessment, and continuous improvement by implementing a cyclical and participative process that meets the institutional effectiveness and assessment standards required of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the Alabama Commission on Higher Education (ACHE), and other applicable accrediting or regulatory organizations.

The President will receive a comprehensive report annually that details the assessment processes, outcomes, action plans and program improvements along with recommendations that will be instrumental in planning and continuous improvements at the University.

### II. Definitions

**Institutional Effectiveness:** The measurement of the institutions performance against established mission, goals, and outcomes.

**Institutional assessment and program review:** A collaborative, ongoing effort by administration, faculty and staff to assess the overall effectiveness of the University's programs as well as administrative, academic, and student support service areas toward the achievement of its mission, vision, and goals. Accredited programs will use the assessment and review processes prescribed by their accrediting agency as part of their annual performance plan and report.

**Assessment Process:** Involves collecting and analyzing relevant data related to learning and performance outcomes. The analysis of the data will provide a measure of the learning and performance outcomes against the goals. Results will be used to address gaps and reflect achievements so that modifications can be made in the delivery of instruction or services that will move the program and ultimately the institution forward to meet the overall goal of continuous improvement. The provisions, requirements, and schedule for assessment and review of all academic programs and support units will be developed and published as part of the Institutional Assessment and Program Review Procedures and Guidelines documentation library.

**Program Review Process:** Program reviews are to be performed internally by the dean, department head, and faculty members for non-accredited programs about every five years. Program reviews will assess and evaluate stated outcomes and supporting resources to determine if the program goals are met and demonstrate how they support the mission of University. The provisions, requirements, and schedule for all academic progress will be developed and published as part of the Institutional Assessment and Program Review Procedures and Guidelines documentation library.



**Assessment and Program Review Cycle:** Schedules and deadlines that will be published to manage the assessment and program review activities to ensure that all programs are reviewed in a timely manner.

### **III. Roles and Responsibilities**

The President will delegate authority and responsibility for managing the assessment process to the Administrative Council with oversight by the Executive Assessment Committee. The President has the ultimate authority and responsibility for ensuring that assessment activities are completed, that assessment findings are reported to the Board of Trustees, and that assessment findings are used to improve institutional quality and effectiveness.

**Administrative Council:** As a standing committee of the University, the members represent all academic and administrative areas of the University. The Administrative Council will be responsible for working with their respective areas to complete annual assessment plans, gather and analyze data against stated goals/outcomes, and provide reports based on assessment outcomes.

**Executive Assessment Committee:** The role of the Executive Assessment Committee is to provide oversight and expert assistance with campus-wide assessment and program review activities and coordinate planning and reporting deadlines. The Executive Assessment Committee will also review and evaluate assessment documents, support individuals and programs in the development of assessment tools, and assist with writing the comprehensive assessment and program review report to be submitted to the President annually.

The Assistant Vice President for Academic Affairs, the Director of Institutional Research and Assessment Services, the Director of the Library, the Accreditation Liaison and all College Deans will be standing members of the Executive Assessment Committee. In addition, the Provost/Vice President for Academic Affairs will appoint, every three years, at least one assessment coordinator from the following areas:

- At least one faculty member from each of the three Colleges
- Financial Affairs (Auxiliary Services, Business Office, HR, Physical Plant, Security)
- Enrollment and Student Services (Financial Aid, Admissions, Career Center, Counseling, Student Activities, Student Success Center, Veteran's Affairs)
- University Advancement (Alumni Affairs, Development, Foundation, Public Relations and Marketing)
- Information Technology (IT and Academic Technology Services)

**Assessment Coordinators:** The role of assessment coordinators is to coordinate all assessment and program review activities.

### **IV. Responsibility for this Operating Policy**

#### **Policy Owner**

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President remains the policy owner for the ongoing evaluation, review,



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and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every two years or more frequently as needed.

**Responsibility for Policy Implementation**

The President has assigned the joint responsibility of implementing this policy to all Vice Presidents.