Administrative Unit Review

Full Review

FY23 reporting

University Assessment

Committee (UAC)

Why Unit Review?

➢ Ensures ongoing tracking of performance related to objectives/goals

   ➢ This is particularly important as it relates to the strategic plan.

➢ Meets institutional accreditation requirements for documentation of evidence of improvement processes

   ➢ Sustained assessment process

   ➢ Processes result in information useful to the unit

   ➢ Improvement based on results

This presentation will cover:

➢ The multi-year schedule for program review for units
➢ The timeline (including due dates) for the process
➢ The reference period for assessment data referenced
     ➢ Reference last fully-completed fiscal year (June 1st– May 31st)
➢ The role that Unit heads/directors play in the process
➢ The role that Vice Presidents play in the process
➢ How to complete the form

The multi-year schedule

➢ Each administrative unit will complete a Full Review (FR) every 3rd year.

➢ For the years in between, an Annual Update (AU) is completed.

➢ This year (FY23 reporting) is the **9th** year we are referencing the multi-year schedule
  ➢ However, it is only the **2nd** year using the June to October reporting schedule.

Timeline/Due Dates for Reviews

➢ Full Review:
  ➢ Form due in from Unit Head/Director to Vice President (VP) by Friday, **October 6th**.
  ➢ Form due in from VP to Institutional Research (IR) by Friday, **October 27th**.
➢ Assessment Committee gets feedback to VPs and Unit Heads/Directors by or before **March 1st**.
➢ VPs are encouraged to meet with Unit Heads/ Directors to discuss feedback through the end of May.

Roles for the Process

➢ Unit Heads/Directors
- ➢ Coordinate participation for the unit in the program review. This involves:
  - ➢ Completion of the program review form
  - ➢ Engaging staff in the review process
  - ➢ Sending completed review to the VP by the due date
➢ Vice Presidents:
- ➢ Collect completed reviews
- ➢ Review with Directors (time permitting) prior to submitting to IR.
- ➢ Send completed review to IR by the due date
- ➢ When have Assessment Committee's feedback, encouraged to meet with directors to review, to inform budgetary needs and ongoing improvement planning for the unit.

Types of review: The Full Review

➢ A Full Review has the following main components:

  ➢ Unit Objectives
  ➢ Unit Assessment Process
  ➢ Unit Performance
  ➢ Staff Accomplishments (optional)
  ➢ Strategic Plan**
  ➢ Staff Engagement

Full Review: Unit Objectives

➢ Each unit should have a few key objectives that help to define, in measurable terms, how it contributes to the mission of the university.

➢ If the unit you represent does not have key objectives established, or if you are unsure, please contact the Institutional Research Office (brian.bogert@wilkes.edu).

➢ Many units have created a 'Profile'.   This profile provides a consistent reference point for the unit (mission, vision, key objectives, key assessment activities, alignment with strategic plan, etc.) across review cycles.

Full Review: Unit Objectives (continued)

➢ In the 'Unit Objectives' tab of the program review form, you are asked to do the following:
  - ➢ Type in your unit objectives where designated
  - ➢ Align each objective with the appropriate strategic plan theme to which it contributes
  - ➢ Briefly describe how the objectives are connected to the individual performance management plans for staff
  - ➢ Briefly describe who is served by your unit (key stakeholders)

Full Review: Unit Objectives (continued)

➢ If your unit uses co-curricular outcomes (learning outside of the classroom that builds on learning in the classroom), please:
   ➢ Type in the co-curricular outcomes where designated
   ➢ Align each outcome with the appropriate strategic plan theme to which it contributes
   ➢ Align each outcome with the appropriate undergraduate Institutional Student Learning Outcome (ISLO) to which it contributes
➢ If your unit contributes to extra-curricular outcomes (learning outside the classroom that is different/independent of learning in the classroom), please briefly describe the outcome(s) and your unit's contribution in the space provided.

Full Review: Unit Assessment Process

➢ For each unit objective (indicated in previous section):
  - ➢ Does the unit track achievement of the objectives?
    - ➢ If yes, how often? (what is the assessment cycle?)
  - ➢ Briefly describe how your unit determines success

➢ For each co-curricular outcome (if used):
  - ➢ Does the unit track achievement of the objectives?
    - ➢ If yes, how often? (what is the assessment cycle?)
  - ➢ Briefly describe how your unit determines success

Full Review: Unit Performance

➢ For each unit objective, please report on the most recent measurement of progress (from the last _fully-completed_ fiscal year):

  ➢ Identify the goal/benchmark used to determine whether objective was met.
  ➢ Was the goal/benchmark met?
  ➢ Describe actions planned to improve performance (if needed) or to continue to meet next goal/benchmark.
  ➢ Identify any resources needed to support actions.

➢ For each co-curricular outcome (if used), please respond to the same prompts, reflecting on the most recent measurement.

➢ _Additional Context_: Provide additional context in brief narrative form that may aid the Assessment Committee in properly interpreting what you have documented about the assessment process or results.

Full Review: Unit Performance (continued)

➢ Performance related to service/satisfaction of stakeholders

  ➢ Please reference *either* the data profile provided from Institutional Research (if available/related to your unit's mission and objectives), or that your unit collects from those served by your unit regarding their level of satisfaction with the unit's services.

  ➢ Respond to the following questions:

    ➢ What is the level of satisfaction?

      ➢ What actions will continue, or will be taken to improve performance?

        ➢ Will resources be needed (and what kind?) to support the plan for improvement?

Full Review: Staff Accomplishments

PLEASE NOTE: Completion of this section is encouraged, but not mandatory. It may provide an opportunity to identify & share "kudos-worthy" accomplishments for those in your unit.

➢ Please briefly identify any recent, notable accomplishments of staff within the unit.

➢ Be sure to also identify whether – and how - the accomplishment is related to the individual's function at the University.

Full Review: Strategic Plan

➢ Please list the contributions of the unit to each strategic plan theme (where applicable).

 ➢ It is not anticipated that any one unit will necessarily contribute to all themes

➢ Next to the contribution, please indicate whether the contribution is:

 ➢ 1 = A recent contribution (once, completed),

 ➢ 2 = A current, or ongoing contribution, or

 ➢ 3 = A planned contribution

Full Review: Staff Engagement

➢ Please identify strategies used to engage staff from the unit in the review process.
  ➢ It is important that staff be involved in the process, where appropriate, to ensure what is submitted is the best representation of the unit.

Questions?

Please contact Brian Bogert (Co-Chair, Assessment Committee)

Or your Assessment Committee Representative (see Assessment Committee Website).

Thank you!