



VALDOSTA STATE UNIVERSITY

TO: Administrative Unit Heads, Deans, Department Heads, Directors, and Program Coordinators

CC: Vice Presidents and Cabinet Officers

FROM: Sheri R. Noviello, Ph.D.
Interim Provost and Vice President for Academic Affairs

DATE: August 1, 2024

SUBJECT: Institutional Effectiveness Reports (IER) and Plans (IEP) –
Due Sept. 30, 2024 to University Assessment Committee

Thank you for your work in previous years on your department's institutional effectiveness reports. The following information is provided to guide you in the completion of the **2023-24 report and 2024-25 plan**. To aid in this process, the University Assessment Committee and our Institutional Effectiveness Unit will coordinate the collection of necessary information from **all** administrative and academic units within the university. This documentation contributes toward the evidence of institutional effectiveness **required** for maintaining our SACSCOC accreditation.

Each administrative and academic unit is required to submit an updated Institutional Effectiveness Report (IER) and Plan (IEP) annually.

Reports must include:

- reflective statement on changes made in the prior reporting year
- identification of student learning outcomes or goals being measured
- specific measures/benchmarks of success
- assessments used to measure outcomes/goals
- data results (qualitative and quantitative) collected from assessments
- how assessment results have been applied to make improvements

Plans must include:

- identification of student learning outcomes or goals being measured
- specific measures/benchmarks of success
- assessments used to measure outcomes/goals

Resources

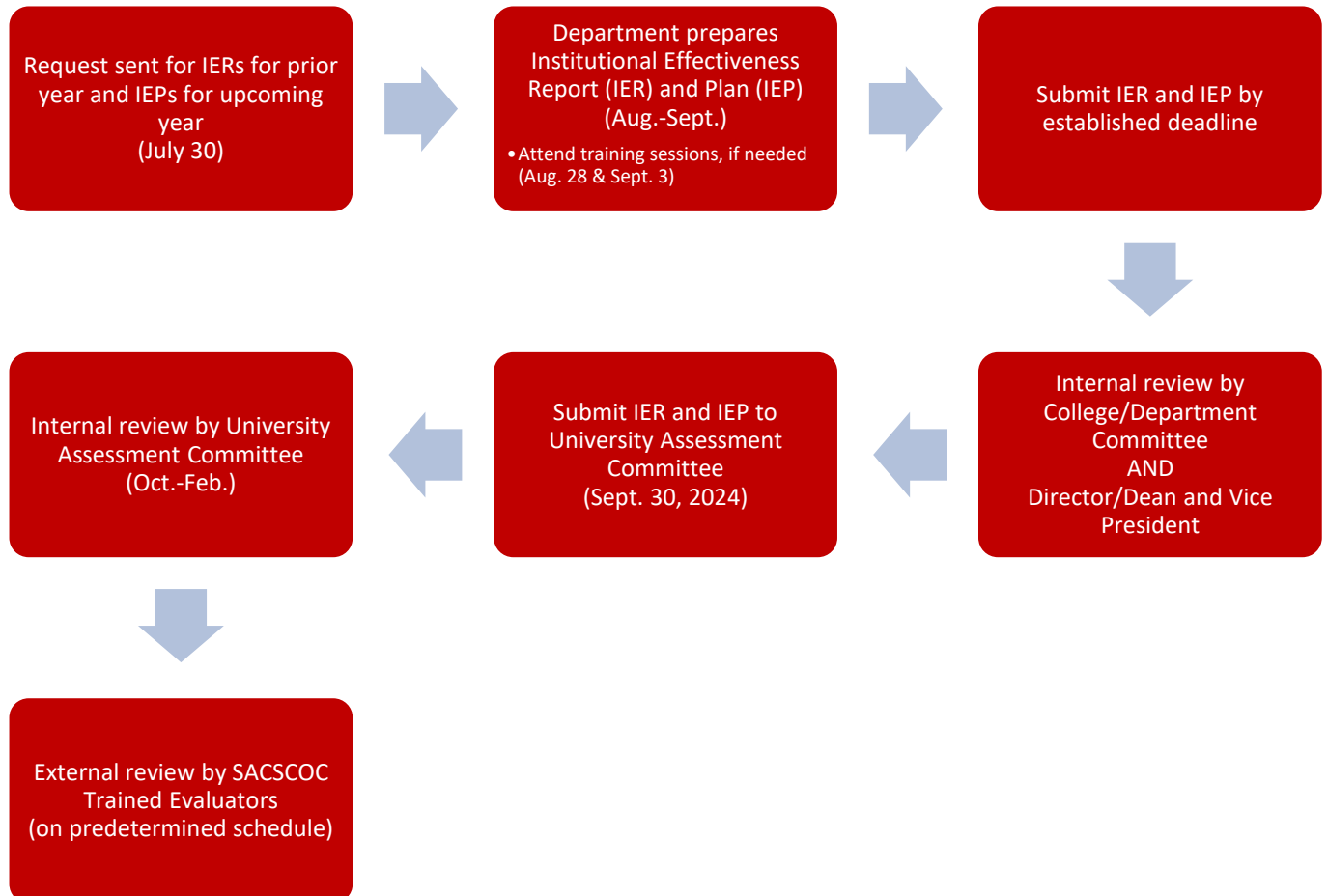
The University Assessment Committee has developed and assembled report templates available at www.valdosta.edu/uac. Two live training sessions on preparing the Institutional Effectiveness Report and Plan are also offered:



- **August 28, 2024, 2:00-3:00pm**, Location (Teams): [Join the meeting now](#)
- **September 3, 2024, 2:00-3:00pm**, Location (Teams): [Join the meeting now](#)

Join either session at the time of the event. No registration required. For more information on creating an institutional effectiveness plan for your unit or preparing the documents, contact Dr. Michael Black (assessment@valdosta.edu or 333-5950) or a University Assessment Committee [representative](#).

VSU's Institutional Effectiveness Cycle (The Larger Picture)





ACTION STEPS

1	Download the Institutional Effectiveness Plan and Report Templates (also attached to this email)	<p>From the University Assessment Committee (UAC) website www.valdosta.edu/uac/ download:</p> <ul style="list-style-type: none">• academic program report and plan templates OR• administrative support unit/academic support unit/student services support unit report and plan templates <p>COEHS educator prep programs may use this template: https://www.valdosta.edu/administration/university-assessment-committee/documents/continuous-improvement-plan-and-report-coehs.docx</p>
2	Complete the 2023-24 Institutional Effectiveness Report (IER)	<p>The 2023-24 Report (IER) is based on the 2023-24 Plan (IEP) submitted in September 2023. It should contain results from work accomplished during summer 2023, fall 2023, and spring 2024 (or FY2024 for administrative units).</p> <p>In the 2023-24 Plan, units indicated outcomes, assessment methods, and benchmarks for success. To complete the 2023-24 Report, add the remaining components:</p> <ul style="list-style-type: none">• a reflective statement on the effectiveness of changes made in the prior reporting year• data/results/evidence of the assessments indicated in the plan, and• discussion of how those results/evidence were used to make improvements.
3	Complete the 2024-25 Institutional Effectiveness Plan (IEP)	<p>In the IEP, indicate goals/outcomes, assessment methods, and benchmarks for success for the 2024-25 planning cycle. Administrative units should connect goals to the VSU Strategic Plan.</p>
4	Perform Self-Review	<p>To ensure a timely and a thorough review, the members of the University Assessment Committee will use a checklist to review each plan and report. They recommend that you perform a self-review of your documents using the same online form at https://goo.gl/zYig3k</p> <p>If you would like an informal review of your IER or IEP before you submit them, email it to assessment@valdosta.edu and we will be glad to review and send feedback.</p>
5	Submit the Completed Documents The deadline for all documents to UAC is Sept. 30, 2024.	<p>While the majority of the report may be completed during the summer before the report is due, Institutional Effectiveness Reports and Plans are due September 30th to the University Assessment Committee. Send the documents first to a Dean, Director, or Vice President and email the IE Report and IE Plan as a Microsoft Word document to assessment@valdosta.edu by September 30, 2024.</p>



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		*Note: Your Vice President, Director, or Dean should set earlier deadlines in order to allow time for review and submission by the university deadline.
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