

Pine Technical and Community College Procedure

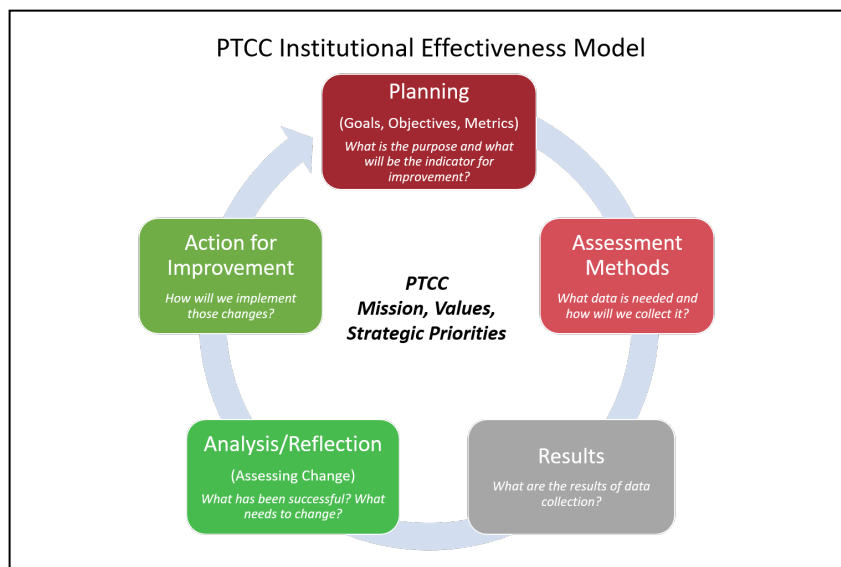
Procedure Number: 1PTCC.7 Institutional Assessment

Date: 2/9/2022

Part 1: Guidance. This procedure provides direction for institutional assessment at Pine Technical and Community College. The procedure is guided by the Higher Learning Commission’s Criteria for Accreditation 5.C. which states:

- 5.C. The institution engages in systematic and integrated planning and improvement.
 1. The institution allocates its resources in alignment with its mission and priorities, including, as applicable, its comprehensive research enterprise, associated institutes and affiliated centers.
 2. The institution links its processes for assessment of student learning, evaluation of operations, planning and budgeting.
 3. The planning process encompasses the institution as a whole and considers the perspectives of internal and external constituent groups.
 4. The institution plans on the basis of a sound understanding of its current capacity, including fluctuations in the institution’s sources of revenue and enrollment.
 5. Institutional planning anticipates evolving external factors, such as technology advancements, demographic shifts, globalization, the economy and state support.
 6. The institution implements its plans to systematically improve its operations and student outcomes.

The theoretical underpinning of institutional assessment is guided by the PTCC Institutional Effectiveness Model which suggests that academic programs and non-academic administrative units must strive to align their continuous improvement work with the overall mission, vision, and strategic priorities of the college.



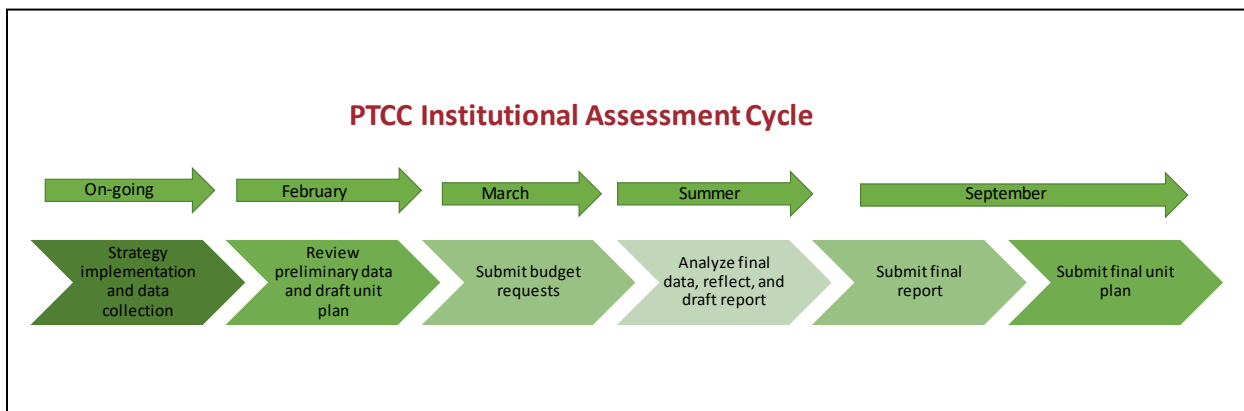
Part 2: Cycle and Timeline. Identified reporting units will participate in an annual planning process which embraces focused planning, data collection, analysis, and data-driven action for improvement.

At any given time, reporting units are involved in three fiscal years:

- Assessing the effectiveness of changes made in previous years,
- Implementing changes in the current year, and
- Data analysis and planning changes for future years.

These planning, implementation, and reflection activities are all captured in one annual “Institutional Assessment Plan and Report” for each reporting unit. Divisions and/or departments may choose to create a summary document which gathers highlights of their reporting units.

The Institutional Assessment Cycle is depicted in the following flowchart:



The timeline for completion of institutional assessment activities is as follows:

- 1) **August – May:** Implement planned strategies.
- 2) **August – May:** Collect data as identified in current unit plan.
- 3) **February:** Review data collected to date and draft unit plan for next year.
- 4) **March:** Submit budget requests in alignment with unit plan for next year.
- 5) **May – August:** Analyze final data collected, reflect upon results, and draft unit report.
- 6) **September:** Submit final report
- 7) **September:** Submit final plan
- 8) **August – May:** Implement planned strategies.

An example timeline is shown below:

Month/Year	FY22 Plan	FY23 Plan	FY24 Plan	Responsibility
January 2022		Distribute FY23 plan template		ALO
February 2022		Review collected data to date, draft FY23 unit plan		Reporting unit
March 2022		Submit budget requests for FY23		Reporting unit
May 2022 – August 2022	Analyze final data, reflect, draft FY22 report			Reporting unit
September 2022	Submit final FY22 report			Reporting unit
September 2022		Submit final FY23 plan		
August 2022 – May 2023		Collect data as planned		Reporting unit
August 2022 – May 2023		Implement planned strategies		Reporting unit
January 2023			Distribute FY24 plan template	ALO
February 2023			Review collected data to date, draft FY24 unit plan	Reporting unit
March 2023			Submit budget requests for FY24	Reporting unit
May 2023 – August 2023		Analyze final data, reflect, draft FY23 report		Reporting unit
September 2023		Submit final FY23 report		Reporting unit
September 2023			Submit final FY24 plan	Reporting unit
August 2023 – May 2024			Collect data as planned	Reporting unit
August 2023 – May 2024			Implement planned strategies	Reporting unit



Part 3: Responsibilities. Responsibility for leading this process rests upon senior leadership and managers. Through this leadership, Pine Technical and Community College faculty and staff will recognize the value of an annual planning and reflection process, the use of data in decision-making, and the accountability of all to achieve the college's mission and strategic priorities. Responsibility for warehousing institutional assessment evidence rests with the Accreditation Liaison Officer.

Related Documents:

- Institutional Assessment Plan and Report Operating Instructions
- Institutional Assessment Plan and Report Template

Adoption: 5/26/2022

Last Reviewed:

Next Review Date:5/26/2027

President Approved: 5/26/2022

Custodian of Procedure: Vice President Of Academic and Student Affairs

Procedure History:

Date and Subject of Revisions and Amendments:

MM/DD/YY – explanation of the amendment