

**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 9/12, 5/13, 5/14, 10/18


No: 2-A-900-07

Last Reviewed Date: April 2022

Required Review Date: May 2026

Administrative Unit: Evaluation & Study

Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: College Assessment Plan (CAP)

PURPOSE: To define the CAP policy and the procedure for administering it.

EFFECTIVE FOR: Allen College

POLICY

1. The CAP is a systematic plan for evaluating College goals, administrative outcomes, program goals and/or outcomes, including student learning outcomes.
2. The CAP is driven by the College goals, which are linked to program and administrative unit goals and/or outcomes.
3. The College goals are evaluated using one or more measures, which are assessed on a four-year evaluation cycle according to specified timeframes.
4. The CAP is managed by the Coordinator of Institutional Research and Effectiveness (CIRE).
5. CAP reports shall be completed by individuals or groups who are designated as “responsible parties” in the CAP.
6. CAP reporting is an ongoing process that occurs throughout the reporting year.
7. CAP reports must address the extent to which targets for specific assessment measures were or were not met.
8. CAP reports must include action plans for achieving or exceeding the targets representing each measure.
9. The CIRE will inform responsible parties of the deadline by which CAP reports must be completed for each academic year.
10. CAP reports shall be completed after the conclusion of the reporting year, by the deadline determined by the Evaluation & Study Committee.
11. CAP reports will be entered by responsible parties in the CAP database.
12. Responsible parties may request changes to measures, targets, assessment timeframes, and designated responsible parties as needed, provided there is a logical and justifiable rationale for making such changes. Requests for changes to the CAP will be submitted to the CIRE.
13. Changes to goals, outcomes, measures, targets, assessment timeframes, and responsible parties in the CAP database will be made by the CIRE.
14. The CIRE will assess the quality of CAP reports and provide responsible parties with constructive feedback.
15. The CIRE will compile the annual College Goals Achievement Report for approval by the Evaluation and Study Committee.
16. The CIRE will submit the approved College Goals Achievement Report for publication on the College website.

PROCEDURE

1. At the beginning of each academic year the CIRE will inform responsible parties of the specific reporting year (i.e., year 1, 2, 3, or 4) in the four-year evaluation cycle.
2. The Evaluation & Study Committee will determine the deadline for completing CAP reports during the fall semester of the reporting year.
3. Responsible parties will complete CAP reports by entering assessment results, target achievement, and action plans for each measure scheduled for assessment during the reporting year.
4. Results for the current reporting year must be compared to the results for previous reporting year(s), if applicable, noting changes or trends in results and achievement of targets. Results must also demonstrate consideration of the current action plan for the measure and its impact on the current results.
5. Action plans must consist of a reasonable strategy for achieving or exceeding targets the next reporting year. Action plans may not consist only of “continue to monitor,” “no plan necessary,” “assess measure again next year,” and so on.
6. The CIRE will evaluate CAP reports and provide feedback to responsible parties for resolving unsatisfactory results and action plans.
7. Responsible parties will make revisions to CAP reports in a timely manner (i.e., within timeframe specified by CIRE).
8. Changes to goals, outcomes, measures, targets, assessment timeframes, and designated responsible parties must be submitted to the CIRE in writing (e.g., by email) along with a justifiable rationale for making such changes. If justified, the CIRE will make the requested changes to the CAP.
9. The CIRE will compile final approved CAP reports in the College Goals Achievement Report and submit it for review and approval by the Evaluation and Study Committee.
10. The approved College Goals Achievement Report will be submitted for publication on the Allen College Institutional Research and Effectiveness webpage.