

Contents

Policy Name	2
Purpose and Scope	2
Responsibilities	2
Policy.....	2
Policy Procedure.....	3
Exceptions to Policy.....	3
Policy Review	3
References and Related Policies.....	3
References	3
Related Policies.....	3
Exhibits	3
Document Review Log.....	4

Policy Name

1.1160 Institutional Assessment

Purpose and Scope

This policy establishes the Institutional Assessment Committee to ensure that processes exist to enable Senior Leadership to assess overall institutional effectiveness that aligns with institutional mission and strategic plan and to share institutional assessment results with campus stakeholders. Academic instructional assessment conducted by faculty for programs and departments will remain under the purview of the General Education Assessment Committee and the Academic Assessment Committee, both defined and described in the Faculty Handbook.

Responsibilities

Title or Role	Definition and What They are Responsible For
Office of the President	Maintains and enforces this policy. Receives exceptions to the policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

The Institutional Assessment Committee (IAC) works to ensure that the university systematically effectively evaluates its educational programs and institutional services and operations, shares the results with the Senior Leadership Team (SLT), and communicates back to the campus community.

The IAC serves to:

1. ensure effective processes and their execution for collection of institutional assessment data;
2. collectively analyze institutional assessment data with a goal of continual improvement of the assessment process;
3. evaluate the effectiveness of the institutional assessment results in informing budgetary requests and provides any recommendations for improvement back to the unit leadership regarding their assessment processes;
4. prepare annual reports for SLT; and
5. under the direction of senior leadership, facilitate sharing of feedback and recommendations from Senior Leadership resulting from the institutional assessment reports.

The committee is comprised of:

1. at least one representative from each university division (nominated by their respective Vice President or Senior Vice President);
2. the Chair of the Academic Assessment Committee (AAC); and
3. the Chair of the General Education Assessment Committee (GEAC). Members of IAC serve as liaisons to their nominating divisions and committees, share information about institutional assessment processes and requirements, provide guidance and support in the collection of institutional assessment data, assist their respective divisions in utilizing these assessment results in planning and budgeting.

The Director of Institutional Assessment, Accreditation, and Compliance serves as Chair of IAC. The Chair calls meetings at sufficiently regular intervals (at least two times a semester) to ensure completion of the committee's charges and responsibilities. The Chair of IAC provides guidance and partners with each member of the IAC to ensure that each constituent engages in a systematic assessment process in compliance with institutional and accreditation requirements. The data and data collection are managed by the Director of Assessment, Accreditation, and Compliance who coordinates and monitors the development and implementation of annual institutional assessment plans, data collection, and centralization of reporting for the institution.

Members of IAC facilitate effective reporting from all divisions and make recommendations regarding resource allocation based on analysis of institutional assessment data demonstrating the need for such resources in the IAC's Annual Report.

The Director of Institutional Research and the University Controller serve as ex-officio members. The ex-officio members of the committee support the work of the IAC by providing institutional data and information on planning and budgeting as needed.

Policy Procedure

The Annual Report Process and Budget Request Procedure are available on MyAlvernia.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Office of the President policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this policy.

References

N/A

Related Policies

N/A

Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed		Description of Changes
		Initial Draft
4/11/2024		SLT Approval