

Lynchburg College Departments and Institutional Effectiveness

Planning Cycle for Departments

First, develop a departmental mission or purpose statement to support the College mission.



Ten Steps for Institutional Effectiveness

1. Establish a written mission or purpose.
2. Write the expected outcomes or objectives based on mission.
3. Determine the achievement target or the criteria for success for each outcome (objective).
4. Identify measures and measurement strategies for each outcome or objective. Multiple measures are appropriate.
5. Collect data using the measures to assess student performance / unit performance.
6. Analyze the findings (assessment data) in reference to the established criteria for success.
7. Discuss and share results with program/departmental members to interpret findings. Summarize. Note strengths, challenges, and examples where improved results can be tied to use of assessment data.
8. Create action plans to effect improvements.
9. Include resource needs from action plans in budgeting prioritization.
10. Implement action plans; repeat steps 5 – 10 annually, review steps 1 – 4 periodically.

Steps 1 – 4 are the components of your assessment plan (or unit plan) and may need only slight adjustments from year to year.

Steps 5 - 8 are the data sources for the annual assessment report. This report is due on June 15th of each year is submitted through WEAVEonline.

Steps 9 - 10 occur at each planning level.

Timely completion of assessment analyses supports the communication of your priorities and needs with others and supports the linking of planning and budgeting.