USF SARASOTA-MANATEE
ASSESSMENT PLANNING RECORD
2012-2013

UNIT:	**Institutional Research**
MISSION:	The purpose of Institutional Research & Effectiveness is to serve the University of South Florida Sarasota-Manatee's administration, faculty, and staff by initiating and building a comprehensive institutional research and effectiveness valuation program that supports campus decision-making, strategic planning, and assessment of institutional effectiveness, and regional and specialized accreditation.
2012-16 USFSM STRATEGIC PLAN GOALS:	**ACCESS**: Expand access to a University education that benefits students and the local, national, and global community; and (Aligns with USF System Goals 1,2, 3, 4, 5; SUS Goals 2,3) **Teaching & Learning** (1a.) **Expand academic programs** in distinctive areas related to the Suncoast's needs and strengths and across disciplines, when feasible, including the ability for students to complete the full four-year bachelor's degree. **Scholarship, Research, and Innovation** (1b.) Promote **innovative scholarship** and **community-engaged research**. (1c.) Seek **external funding** from public grants, private foundations, and individual donors. **Public Service & Community Engagement** (1d.) **Partner** with a variety of organizations and stakeholders, including the USF System. (1e.) Build a **University living and learning community**, including residence halls, academic buildings, and student life facilities. **SUCCESS:** Enhance success of student outcomes, faculty productivity, and community impact (Aligns with USF System Goals 1,2,4,5; SUS Goals 1,2). **Teaching & Learning** (2a.) Produce continuous improvement in **student outcome measures**, including retention and graduation rates and student career results. (2b.) Earn **professional accreditation and recognition**, including AACSB and NCATE. **Scholarship, Research, and Innovation** (2c.) Track and promote **faculty-developed measures of scholarship**. (2d.) Identify **student success predictors**. **Public Service & Community Engagement** (2e.) Earn recognition as a **Carnegie Community-Engaged University**. (2f.) Track and share the value of the University's and graduates' **economic and societal contributions**.

UNIT GOALS:	1. Creation of the USF Sarasota-Manatee student success database to assess and predict on a continuous basis measures of student outcomes. (Aligns with USFSM Goal 2d)
	2. Enhancement of the comprehensive assessment system for institution-wide decision-making and continuous improvement. (Aligns with USFSM Goal 2a)
	3. Support of USF Sarasota-Manatee regional and professional accreditation and recognition programs. (Aligns with USFSM Goal 2b, 2e)
	4. Support the USF Sarasota-Manatee curriculum development process. (Aligns with USFSM Goal 1a)

OUTCOME	Unit Goal	Means of Assessing Outcome	Assessment Data	Plan Resulting from Analysis of Assessment	Executive Response to the Plan (Dr. Guilford)
Creation of student success database.	1	Approval of IRB. Identification of instruments and data points.	IRB submitted. IRB stated no oversight needed. Data points and instruments have been identified.	Start to collect and analyze student success data, with a goal of producing one manuscript for presentation or publication in 2013-14.	I am looking forward to looking at our success. Please continue.
Improvements in campus-wide assessment processes.	2, 3	NCATE/CAEP accreditation process moving forward in the College of Education.	Extensive collaboration efforts with the college of education in support of their accreditation efforts. Successfully attained status as a formal candidate for NCATE accreditation at the April 2013 NCATE Unite Accreditation Board meeting.	Continue to support the college of education with their Spring 2014 submission of the Institutional Report and Fall 2014 site visit. Continue to support the college of business in the completion of the AACSB 6th year review report. IR will work closely with the general education committee to develop and implement assessment of the general education program. Continue on the ACPHA path to accreditation parallel to the hospitality program review. The 2012-13 accreditation activities and academic assessment cycle has much evidence to support that there are many added benefits and increased efficiencies when assessment responsibilities are integrated into the colleges' faculty & staff, collaborating with Institutional	We are making excellent progress in moving our professional accreditation forward. Please keep them moving and keep me informed of are making.
		Successful AACSB 5th year review and site visit in the College of Business.	AACSB 6th year review report to be submitted early in 2014.		
		Analysis of ACPHA accreditation in the College of Hospitality and Information Technology.	Extensive analysis and preparation for the completion of the ACPHA self-study report. Proposed ACPHA Accreditation Timeline: Early Summer 2014 submission of application ($300 application fee) August 2014 submission of the ACHPA self-study report (aligned with the hospitality program review) October 2014 – April 2015 is when the visiting team is identified and on-site visit will take place May 2015 – June 2015 team report July 2015 – August 2015 commission action		

		Development and Implementation of General Education assessment.	General Education Committee created. Preliminary foundation has been laid for the implementation of assessment through the creation of goals, outcomes, curriculum, and potential assessment instruments and procedures.	Research and Academic Affairs personnel. Continue to consult with key assessment personnel in the colleges and units, working closely with directors, deans, faculty, and staff to integrate the assessment process.	This is an excellent activity and I am pleased that you are continuing to assess the general education requirements and delivery.
		Increased faculty accountability in the assessment process.	Worked closely with deans, college staff, and faculty coordinators to shift more accountability of assessment data collection and reporting timelines into the colleges. Specifically gained ground in the hospitality program and the college of education working with the faculty coordinators has become a model of success. Significant efficiency increases in the assessment reporting process, data collection and accountability in the college of arts and sciences with increased staff support from within the college.		
Completion of all documents required for the application for approval of new programs and courses.	4	BTC (Business and Technical Communication)	Completed and approved. Included in FLBOG inventory.	Continue to support the completion of all required documents and procedures for the approval of new programs or changes to programs.	I am very pleased with the progress that we are making in support of new degree approvals. This represents excellent progress.
		Education Master, General	Completed and approved. Included in FLBOG inventory.		
		Biology, BS	BOT approved.		
		Health Institute	On hold due to funding.		
		APC Course Approvals	117 curriculum changes approved through the USFSM Academic Programs Committee (APC) in the 2012-13 academic year.		
		SACS Substantive Change (4 year)	4-year SACS Substantive Change submitted and approved.		
		CSD Master	In progress.		
Develop data collection system for Carnegie recognition application.	3	Track faculty and student community engagement, financial support, and community partnerships. Submit Carnegie recognition application.	Submitted Carnegie recognition application in May 2013. Plan developed to track faculty and student community engagement, financial support, and community partnerships. Coordinated with Student Affairs to ensure collection of student data through the Co-curricular Transcript Database. Faculty tracking will be completed through survey administered by IR in fall 2013 and through FAIR system.	Continue with the implementation of the data collection system to capture evidence of community engagement for Carnegie recognition.	I am pleased that you are moving this forward. I hope that some of our work in service learning will also pay off for us in this regard.