Clark Atlanta University

Institutional Assessment and Effectiveness Plan

The Office of Planning, Assessment, and Institutional Research
AY 2018 – 2019

Modified on May 1, 2019
Clark Atlanta University Assessment and Institutional Effectiveness

Clark Atlanta University's Six-Step Annual Assessment and Improvement Process is a systematic collection, review, and use of quantitative and qualitative data to improve student learning and educational support units’ outcomes and development. The University Effectiveness Committee and Sub-Committee is tasked with the facilitation and implementation of CAU's continuous improvement efforts.

In alignment with the University's strategic initiatives and regional and professional accreditation standards, the University Effectiveness Committee (UEC) and Sub-Committee (S-UEC) of the University Senate (1.2.5 University Effectiveness Committee of the University Senate, Faculty Handbook and Shared Governance Document, 2013) provides oversight and guidance regarding the development and implementation of the University's Six-Step Annual Assessment and Improvement process (See Figure 1). The process is outlined below:

1. Define Student Learning/Program performance outcomes  
2. Identifying assessment methods and tools  
3. Establish criteria of Success  
4. Collect and analyze data  
5. Plan and execute improvement actions  
6. Report and document findings in University's Electronic Assessment System IMPROVE

Figure 1. Clark Atlanta University's Six-Step Annual Assessment and Improvement Process
University Effectiveness Committee Charge:
A. Provides leadership for assessing institutional outcomes and assessment practices
B. Assures that all University constituencies receive and understand the process for “Closing the Loop” (continuous improvement) based on assessment results
C. Advises the academic program and administrative and educational support units on situations relative to the institutional assessment and strategic planning process

University Effectiveness Sub-Committee Charge:
A. Reviews annual assessment and strategic planning reports against plans submitted by academic programs, administrative and educational support units, and recommends revisions as appropriate
B. Reviews and recommends institutional assessment tools and instruments
C. Reviews the effectiveness with which the University’s strategic plan is implemented and evaluated
D. Serves as the liaison to all University committees concerning implementation and evaluation of planning and assessment policies and procedures.

University Effectiveness Committee and Sub-Committee Assignments

The University Effectiveness Committee meets a minimum of four times during the Academic Year, and Sub-Committee will meet monthly. The assignments will be delegated to the Committee and Sub-Committee members to complete in preparation for future meetings. Each meeting will have a focus and purpose of review. Meetings address the administration of the following activities:

University Effectiveness Committee Charge:
A. Budgeting planning for resource allocations based on annual assessments and evaluation for all programs and services
B. Monitor Annual Assessment and Improvement Plans (AIPs)
   a. Strategic plan assessments (5-Years)

University Effectiveness Sub-Committee Charge:
A. Annual Assessment and Improvement Plans (AIPs) (IMPROVE Electronic Assessment System) for all units of the university
B. Presentation of findings to University administrators

Clark Atlanta University’s Annual Institutional Assessment and Effectiveness Reporting Structure
Annually, the Office of Planning, Assessment, and Institutional Research (OPAR) coordinates meetings/trainings/workshops for the University’s Schools and Administrative and Educational Support units regarding the annual submission of Unit Level Assessment Plans which are submitted through the electronic assessment system IMPROVE. OPAR develops the meetings/trainings/workshops based on the University’s Six-Step Assessment and Improvement process. The UEC and S-UEC provides support to the University’s Schools and Administrative and Educational Support units with facilitating and implementing institutional activities and assessments which are directly aligned to the University’s Strategic Five-Year Plan.
In the conclusion of each Academic Year, the UEC provides status updates of institutional activities and assessments analysis, and formulate recommendations as necessary. OPAR complies the Committee’s status updates and recommendations and completes an Annual Assessment and Institutional Effectiveness Report, which is submitted to the Provost and Vice President of Academic Affairs and respective Administrative and Educational Support Units’ Administrators (See Figure 3).

Figure 3. Clark Atlanta University’s Annual Institutional Assessment and Effectiveness Reporting Structure
University’s Effectiveness Committee Organizational Structure

The UEC utilizes standard assessment review activities and tools to ensure continuity in the assessment review process. The Committee members will be assigned specific areas of the program/periodic review process to evaluate and communicate findings to the committee and other appropriate constituents. The member of the UEC are grouped in three categories, which includes: 1. Ex Officio Members (voting), 2. Elected members (voting), and 3. Ex Officio Members (Non-voting).

**Ex Officio Members (Voting)**
1. Assistant Vice President, Office of Planning, Assessment, and Institutional Research (OPAR)
2. Director of Academic Enrichment and Success
3. Executive Director of the Center for Leadership, Academic, and Student Success
4. Coordinator, Testing*
5. Director of Admissions
6. University Registrar
7. Compliance Audit Manager
8. Director of Recruitment and Marketing
9. Senior Administrator (Office of Research and Sponsored Programs)
10. Budget Director
11. Dean, School of Arts and Sciences
12. Dean, School of Business Administration
13. Dean, School of Education
14. Dean, Whitney Young Jr. School of Social Work
15. Director, Quality Enhancement Plan (QEP)
16. Chair, General Education Committee

*position no longer exists

**Elected Members (Voting)**
1. Six elected faculty representatives, two each from the three professional schools
2. Eight elected faculty representatives, two each from the four Divisions of the School of Arts and Sciences

**Ex Officio Members (Non-Voting)**
1. Provost and Vice President for Academic Affairs
2. Associate President for Academic Affairs
3. Executive Director of Assessment and Institutional Effectiveness (OPAR)
4. Executive Director of Institutional Research (OPAR)

(Approved by CAU Board of Trustees, May 17, 2013)

**University’s Effectiveness Sub-Committee Organizational Structure - Assessment Liaisons**

The Sub-Committee implements the feedback and recommendations provided by the UEC to complete status updates to the four times an academic year, and to complete an institutional assessment improvement plan annually. The Provost and Vice President of Academic Affairs selects and identifies twenty-three (23) Sub-Committee which is comprised of thirteen (13) faculty and ten (10) staff members.